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**Position Title: Data Entry Clerk (Part-Time, Grant Funded)**

**Salary Range:** \$14.50/hour.

**Schedule:** Flexible with a maximum of 30 hours per week.

**Location:** Washington, DC 20005

**Functional and Relational Responsibilities:** Reports to the Vice President of Research. Works in partnership with the other departments within SVA.

**Education:** High School graduate or General Equivalency Diploma (G.E.D.) and one (1) year of clerical experience or any equivalent combination of two years education and experience.

**Experience:** Previous experience in data entry, data cleaning, working with spreadsheets, and data verification.

**Summary:** Student Veterans of America (SVA) seeks a Data Entry Clerk to support the organization's continued efforts to provide innovative research to our chapters, partners, policy makers, and stakeholders. This position will support the SVA's research department by ensuring the quality and validity of the data the research department uses for analysis and decision making. This position will help in the cleaning and preparation of internal and external databases for analysis and integration into the project, data entry and verification of internal databases, and conduct online searches to updated database information.

NOTE: This is a limited grant funded position. Funding for this position is allocated through December 31, 2019. Any future work is contingent on funding.

#### **Responsibilities**

- Create multiple spreadsheets with large amounts of data
- Transfer data from paper and digital formats into computer files or database systems
- Enter data provided directly from constituents
- Clean-up and update large data sets, and internal survey data
- Verify data with source documents
- Perform daily backups to ensure data preservation

#### **Skills and Qualifications**

- Attention to detail
- Strong computer skills
- Strong written and verbal communication skills
- Working knowledge of the following Microsoft Office products: Word and Excel
- Ability to pass Human Subjects Training and follow Human Subjects and confidentiality protocols.

**[Apply through Indeed.com](#)**