POSITION DESCRIPTION

POSITION TITLE: Database Clerk
CLASSIFICATION: STDT 3
JOB TITLE CODE: 4920
ORGANIZATIONAL UNIT: Housing•Dining•Hospitality Conference Services
REPORTS TO: Conference Specialist and I.T. Liaison
DATES OF EMPLOYMENT: 28 March - 11 September 2016 (start date may vary)
COMPENSATION: $12.80 per hour
NUMBER OF POSITIONS: 2

GENERAL DESCRIPTION OF POSITION
The Database Clerk is responsible for creating conference reports, billing conference groups, working with the conference database daily, and supporting the main office. The Database Clerk will report to the Conference Specialist and IT Liaison, will also receive work assignments from the office career staff.

TRAINING
Must attend and assist with scheduled training sessions. All staff are required to read Employee Manual(s) and complete hands-on and online training modules. Training for this position will begin during Spring Quarter, with up to 20 hours scheduled per week. Training topics will include: Conference Services Orientation, EH&S Injury and Illness Prevention Program (IIPP), EH&S Driving UCSD Vehicles and Electric Carts, and more.

WORK SCHEDULE
Up to twenty (20) hours per week during Spring Quarter.

During the summer season, must be available for Full-Time employment, may not take summer session classes, and may not hold a second job at UC San Diego. Work up to forty (40) hours per week during Summer Season. Typical work schedule is Monday-Friday, 8:00am – 4:30pm. This position requires working eight (8) hour shifts and may require working a variable shift, including nights and weekends.

JOB DUTIES

- Utilize custom conference database for data entry, producing reports, and billing of summer conference groups. Use MS Excel and Adobe Acrobat to summarize and create final billing packets for clients and Conference Career Staff. Meet conference income reporting deadlines monthly and for fiscal closing.
- Bill, document, track lost key charges for conference groups and place work orders for lock changes. Create custom reports to track lock change requests and help maintain key inventory procedures.
- Operate and train others on the use of custom database.
- Assist with staff shortages as needed. Responsibilities may include assisting with check-ins and check-outs, customer service, and other conference service center related duties as needed.
- Provide administrative support to office staff.
- Assist with rooming assignments and registration lists for conference run programs.
- Assist with generating and reconciling actual income reports.
EMPLOYMENT REQUIREMENTS

- Must be eligible for student employment at UC San Diego: must pay UC Student Services Fees for each quarter of employment. Continuing students and spring quarter graduates must pay Spring Quarter Student Fees. New students or readmits for fall quarter must pay Intent to Register Fees.
- Must have a valid California State Driver’s License and be willing to operate UC San Diego vehicles. Driver’s record will be checked via DMV Employer Pull Notice Program at no cost to employee.
- During summer season (13 June – 11 September 2016): Must be available for Full-Time employment, may not take summer session classes, and may not have a second job at UC San Diego.
- May be required to work a variable shift, including nights and weekends.
- Must attend all training sessions and be available to work for the entire period of employment as listed in the “Dates of Employment”.
- Must abide by time-off request policy.
- Must be able to lift up to 50lbs.
- Independent worker with ability to follow written and verbal directions.
- Excellent interpersonal skills, social maturity, and leadership skills
- Ability to work under pressure, set priorities and meet deadlines.
- Ability to present a positive impression while interacting professionally with a diverse population.
- Must have the ability to maintain good working relationships with university community members and guests, including but not limited to conference clients, students, staff, peer employees, and vendors.
- **Database Clerk must be proficient in MS Excel; able to set up Excel spreadsheets and formulas, enter/retrieve data in database systems, and prepare reports.**
- **Ability to use personal computers and various software applications.**
- **Proven experience using Microsoft Word, Excel, and Outlook.**
- **Ability to perform mathematical computations and to recognize errors.**

PREFERRED SKILLS

- Office administrative experience, with ability to organize continuous work flow and meet mandatory deadlines while maintaining accuracy and neatness.
- Skill to establish and maintain computerized and hard copy filing.
- Skill in keeping records in a neat, legible, and orderly fashion.
- Proficient with MS Office Suite (especially MS Word, Excel, and Outlook)
- Familiarity with Adobe Acrobat

TIME-OFF POLICY

- Due to the nature of our business there will be NO time-off granted on scheduled training dates, during the month of June, or Labor Day weekend. Zero exceptions.
- Requests for time-off are subject to approval and will be reviewed on an individual basis. Submitting a request does not guarantee time-off. Time-off requests are limited to no more than two (2) consecutive days off at any time. Requests must be submitted in whole-day increments at least two (2) weeks in advance with a maximum of one (1) request per bi-weekly pay period.
- Time-off requests for Medical/Dental appointments should be submitted as soon as possible and requested in hourly increments for scheduling purposes. Medical/Dental appointments may require a doctor's note for verification.