

**FAIRFIELD PUBLIC SCHOOLS**  
**501 Kings Highway East, Suite 210**  
**Fairfield, CT 06825**

**Data Entry Intern Position Available**

We are looking for a **Data Entry Intern** to update and maintain information on our district databases and computer systems.

**MINIMUM QUALIFICATIONS:**

- Excellent knowledge of Office Suite and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases
- Good command of English both oral and written and customer service skills
- Great attention to detail
- Proven data entry work experience
- Familiarity with administrative duties
- Experience using office equipment, computers etc.
- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation
- Confidentiality
- Organization skills, with an ability to stay focused on assigned tasks

**RESPONSIBILITIES:**

- Transfer data from paper formats into computer files or database systems using a computer keyboard
- Type in data provided directly from various sources
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Sort and organize paperwork after entering data to ensure it is not lost
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Keep information confidential
- Comply with data integrity and security policies

**SALARY:**

**\$13.25/hr**

**STARTING DATE:**

ASAP

**FILING DATE:**

Until Filled

**ADDITIONAL INFORMATION:**

Please complete an application online.

05/20/2019