

Data Entry Clerk

The **Transdisciplinary Research, Equity and Engagement Center for Advancing Behavioral Health** (TREE Center) seeks a highly motivated student to perform data entry with a commitment to improving public health to work with a multi-disciplinary team in the development, implementation and evaluation of the Transdisciplinary Research, Equity and Engagement Center for Advancing Behavioral Health (TREE Center). The TREE Center is housed in the College of Population Health and bridges several Colleges and Departments on main campus and the Health Sciences Center and has a budget of \$1.4 million per year. As part of a federal grant funded by the National Institute on Minority Health and Health Disparities, we are continuing the operations of a pre-existing health disparities research center to further focus on testing the effectiveness of behavioral health interventions for racially, ethnically and geographically diverse communities in the southwest region of the nation including the U.S. Mexico border, tribal lands and rural/frontier areas of New Mexico.

Summary

The student/s will work closely with the Tree Center evaluation team and perform center evaluation data entry and data verification according to established procedures using data entry devices, data entry screens, or data handling systems. This includes analyzing data sources, note taking; quality checking data, and will performs some clerical or administrative duties. This is a great opportunity to work on a research project with the Tree Center Co-Investigators. The data entry lab is located at UNM West Campus.

Duties and Responsibilities

1. Inputs and retrieves alphabetical and numerical information in prescribed format, utilizing knowledge of various computer software packages.
2. Balances batches to input department totals and reconciles errors.
3. Verifies input data to ensure accuracy of completed work; scans and edits for errors during processing.
4. May perform clerical duties as needed.
5. May work on weekends and/or various shift assignments.
6. Ensures strict confidentiality of client records.
7. Performs miscellaneous job-related duties as assigned.

Preferred Qualifications

- Computer skills, proficiency in Microsoft Word, and Excel
- Excellent communication skills
- Advanced writing skills
- Attention to detail and excellent data entry skills
- Strong math skills