



Entry and Data Reporting Specialist – Human Resources  
Job Posting

With general guidance, this position identifies, researches, and recommends enhancements for data collection and analyses within multiple HR and Finance systems. This position plans, supports, and manages data entry and reporting related to university improvements, application support, training, records management and data integrity. Salary Range: \$30,000.00 to \$33,000.00.

**ESSENTIAL FUNCTIONS:**

- Provides data entry to support operational performance to meet university requirements.
- Ensuring that data being entered or converted is viable and accurate.
- Compiles and sorts information for establishing proper data tracking
- Defines and documents specifications for functional human resources information.
- Recommends process and work flow to improve efficiency and/or customer service.
- Recommends changes to allow for improved data accuracy, as well as, proposes metrics to evaluate department and university changes.
- Maintains faculty and staff confidence and protects operations by keeping information confidential
- May help draft and maintain functional requirement documents.
- Supports continuous improvement projects, such as improving data integrity, processes, and workflows.
- Will provide data collection, interpretation and statistical analysis
- Communicate and develop reports for human resources or finance related information

**QUALIFICATIONS:**

- Bachelor degree in technical or business related field
- Adept at self-managing projects, timelines and prioritization of work tasks to meet unit demands.
- Demonstrated knowledge of database management with competence in relational databases.
- Demonstrated experience with word processing, spreadsheets, internet, and statistical software
- Experience with interactive data visualization tools, such as Excel, including Pivot Tables and add-ins.
- Excellent attention to detail, and critical thinking skills.
- Ability to work effectively with administration, faculty, and staff.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Prefers experience in one or more of the following: Employee data, benefits data, record query and reporting, and data retrieval

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Environment:

Work is performed primarily in an office setting. Employee must be able to work in an environment characterized by occasional interruptions and fluctuating workloads with minimal direct supervision.

Physical:

Sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift and carry items weighing up to 25 pounds; to operate a desktop or laptop computer that requires repetitive hand movement and the use of a computer keyboard.



### **HOW TO APPLY:**

The review of applications will begin immediately and will continue until the position is filled. Interested persons should submit by email a letter, explicitly addressing the above mentioned qualifications, with a current resume to:

Yolanda Peterson

ypeterson@spalding.edu

Screening of applications will begin immediately and continue until the position is filled.

### **ABOUT SPALDING UNIVERSITY:**

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

**Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.**

With a focus on community service and leadership, Spalding offers all students a mission driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check