



Development Record Digitization Intern

ORGANIZATIONAL RELATIONSHIPS

- A. Reports to the Development Assistant
- B. Collaborates with other departments as needed.

SUMMARY

The record digitization intern will assist the Development department with the digitization of all donor files/records. S/he will scan documents and perform data entry of information to maintain database(s) through custom software. This position is responsible for accuracy, efficiency, and retrieval of processed data. The record digitization intern will proof material entered and generate data reports as required.

PRIMARY RESPONSIBILITIES

1. Inputs Museum data in a timely and accurate manner into the web-based information system; complies with or assists in the compilation of statistical information for special reports; utilizes various word processing, spreadsheet and file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; and summarizes data in preparation of standardized reports.
2. Performs data entry using word processing, spreadsheet or database commands and formats material as required.
3. Enters, revises and/or combines materials such as historical and biographical references, numerical data, donation/gift records and other data retrieval information.
4. Creates data directories/subdirectories for file and report generation retrieval purposes. Maintains paper and/or disk file of entered data.
5. Performs routine maintenance tasks related to hardware/software or files technical assistance requests as necessary.
6. Reviews discrepancies in data received, requests clarification or advises supervisor of issues related to data and performs data verification routines in accordance with company procedures.
7. Interacts with departmental and other staff on matters affecting data and project status and makes recommendations for improvement or enhancement to job processes to ensure standards in data entry, collection and retrieval.

OTHER DUTIES AND RESPONSIBILITIES

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

JOB REQUIREMENTS

Education: High School diploma is required. Some additional education and interest in the field of Museum Studies and/or Fundraising is desired.

Experience: 1 – 2 years of progressively responsible related experience, or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Skills:

- Computer literacy and ease with functionality.

• Ability to work within deadlines.
• Excellent communication skills both written and verbal directions.
• Excellent attention to detail.
• Ability to easily comprehend and follow instruction on data related projects.
• Verify data and prepare materials for printing.
• Maintain logs of activities and completed work.
• Operate data entry device; keyboard or photo composing perforator; entering both alpha and numeric data.

STATUS
Part Time, Volunteer

CLASSIFICATION
This position is classified (check one): <input checked="" type="checkbox"/> non-exempt <input type="checkbox"/> exempt in connection with State and Federal overtime regulations.

ESSENTIAL JOB FUNCTIONS (ADA)
Physical: Ability to sit at a desk, to stand at various events and programs, to answer and speak on the telephone, and to operate standard office equipment, including a personal computer, copier and FAX machine. Ability to lift up to 15 lbs periodically.
Psychological: Ability to work effectively with staff and interns. Ability to keep data organized and monitor diverse entries. Able to interact in an appropriate and polite manner with members of the staff, Board of Trustees, volunteers, and public. Ability to assimilate details and to independently solve problems. The ability to maintain confidentiality is critical.

PERFORMANCE FACTORS
<p>1. Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.</p> <p>2. Communication and Contact: The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Museum.</p> <p>3. Relationships with Others: The employee works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the Museum. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.</p>