

California State University, Fresno Foundation

DATA ENTRY TECHNICIAN – ADVANCEMENT SERVICES

JOB ANNOUNCEMENT #25-714

POSITION SUMMARY:	Full-time, benefited position with Advancement Services through the California State University, Fresno Foundation. This position is responsible for entering and maintaining data in Advance, a comprehensive, integrated, relational database system. This includes accurately entering demographic data, creating new biographical entities for philanthropic partners, prospects and corporations as needed, researching and maintaining biographical information.
ESSENTIAL JOB FUNCTIONS:	Under the supervision of the Director of Gift Administration, the incumbent will be responsible for entering and maintaining data. Typical duties include, but are not limited to: <ul style="list-style-type: none"> • Entering information and populating all appropriate data fields where information is available • Reviewing work for accuracy • Completing tasks in a timely manner • Learning data entry procedures quickly • Performing sorting or tabulating operations, filing and related administrative and clerical functions as needed • Working on multiple tasks with interruptions in an energetic environment • Performing duties associated with gift processing • Being a self-starter and self-motivated • Communicating effectively, both orally and in writing • Other duties as assigned
POSITION REQUIREMENTS:	<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i> <ul style="list-style-type: none"> • High School Diploma or equivalent • Two (2) or more years general office experience • Experience working on the internet • Must be detail-oriented • General knowledge of computers and their operating systems • General knowledge of Windows and Microsoft Office applications, specifically Microsoft Excel and Word • Knowledge of Ellucian Advance or a related database software (preferred) • Must possess organizational skills • Ability to work quickly and accurately under pressure with periodic heavy workloads • Ability to communicate effectively, both orally and in writing • Ability to communicate effectively with tact, patience and courtesy • Ability to adjust to changing procedures and policies
SALARY/BENEFITS:	\$2,860 per month (\$34,320 annually). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins June 19, 2025 . Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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