



CUTTINGTON UNIVERSITY

SUAKOKO, BONG COUNTY
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OFFICE OF THE DIRECTOR
HUMAN RESOURCE DEPARTMENT

July 5, 2024

VACANCY ANNOUNCEMENT FOR DATA PROCESSOR, CUTTINGTON UNIVERSITY MAIN CAMPUS

Position Title : **DATA PROCESSOR** (2 persons)
Reports to : Associate Vice President for Admissions & Records
Duty Station : Suakoko
Start Date : September 1, 2024

Closing Date for the Submission of Application: August 5, 2024 at 5:00PM

Position Requirements:

Cuttington University is seeking qualified, innovative, and trustworthy individuals to join her reputable Institution based in Suakoko, Bong County to serve as **Data Processor**.

With close monitoring by the Associate VP for Admissions and Records, the individual will be responsible for ensuring that students' data are collected, processed, and used in a manner that is compliant with relevant regulations and best practices of the University. Additionally, he/she will compile or coordinate the collection of data for input, checks data from completed forms or other documents for accuracy and completeness and enters into database or online system.

Specific Duties:

1. Input or computerize all control sheets for regular Academic Semester and Vacation School;
2. Receive and process requirements submitted by students;
3. Prepare Master Roster for the Semester and Vacation School;
4. Validate/verify the information in all documents ensuring that it meets University standards;
5. Update document formats and create detailed reports on students by level/status;
6. Compares inputted data with source documents or re-enters data in verification format to detect errors;
7. Assist to compute and process students' grades accurately;
8. Assist in the registration process;
9. Resolve account discrepancies in consultation with the AVPAR;
10. Interprets data and develops recommendations based on findings;
11. Perform other functions as may be required by your supervisor, Registrar and Dean of Admissions and the President of Cuttington University.

SKILLS

- Must be analytical and have problem solving skills and ability to research customer issues;
- Must be detail oriented and have the ability to prioritize multiple tasks effectively while accurately and efficiently completing work in a timely manner
- Strong work and time management skills;

- Working knowledge of high-speed data entry;
- Customer service provision to internal/external stakeholders, recognizes what needs to be done to meet customers' (Students) needs;
- Demonstrates flexibility and responsiveness to create a recommendable customer experience.

POSITION QUALIFICATIONS:

- Bachelor's degree in Information Management, Computing, Mathematics, Statistics, or related fields;
- A strong technological background and familiarity with software programs;
- Educational experience and/or proficiency in at least one primary processing system.

Cuttington University's CORE VALUES

Best Practices: We maintain high standards by using and integrating evidence across multiple disciplines.

Curiosity: We are innovative, open minded and forward thinking;

Inclusiveness: We are respectful, mindful, and welcoming of different ways of being, thinking, and doing.

Professionalism: We are responsible, respectful, and accountable;

Student-Focus: We work for the common good of students' academic and professional success.

Whole-Person Health: We promote physical, mental & emotional wellness in all facets of the UWS experience.