



## Data Entry Assistant (Part-Time)

### Overview

Academic Impressions is looking for a part-time data entry assistant to play a key supporting role in our marketing team.

You will perform internet searches and other data entry efforts to help grow the marketing database with prospective customer contact information which includes names and email addresses. Additionally, you will be responsible for a number of data entry type tasks to help us maintain a clean database. On occasion, other types of administrative projects and tasks will also land on your plate.

This job provides approximately 25 flexible working hours in a professional office setting. You will be required to complete the majority of your hours during our standard business day (8 a.m. - 5:00 p.m. MT). Currently, due to the pandemic, you may perform the majority of these responsibilities remotely, but you must be available to be onsite in our DTC office location for certain tasks as well as once we return to the office. This role is **IDEAL** for college students and for those that only need part-time task-oriented work.

### Qualifications:

- High school diploma
- 2+ years experience working in a professional setting and experience searching the internet

### Skills:

- Very comfortable with computers
- Mid-level to advanced proficiency with Microsoft Excel
- Ability to type 60+ words per minute with a high level of accuracy
- Detail-oriented and ability to stay organized
- Understanding of U.S. and Canadian higher education systems a plus
- Ability to communicate effectively

**Pay Rate:** \$13.00/hour

### TO APPLY:

<https://academicimpressions.bamboohr.com/jobs/view.php?id=60&source=aWQ9Nw%3D%3D>

[academicimpressions.com](http://academicimpressions.com)

5299 DTC Blvd., Ste. 1400  
Greenwood Village, CO 80111

T: 720.488.6800  
F: 303.221.2259