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| Job Description - Data Assistant (24007998)     |  | | --- | | **Data Assistant**  All Temps - Pennsylvania-Pittsburgh - (24007998)    Prep admissions folders. The temporary employee will verify statistical information such as high school profile, rank, GPA and enter data into PeopleSoft/Slate environment for reporting purposes.    Must be self-motivated and able to work at a fast pace. Over 60,000 applications are received annually.    *The University of Pittsburgh is committed to championing all aspects of diversity, equity, inclusion, and accessibility within our community. This commitment is a fundamental value of the University and is crucial in helping us advance our mission, which includes attracting and retaining diverse workforces. We will continue to create and maintain an environment that allows individuals to discover, belong, contribute, and grow, while honoring the experiences, perspectives, and unique identities of all.*    *The University of Pittsburgh is an Affirmative Action/Equal Opportunity Employer and values equality of opportunity, human dignity and diversity. EOE, including disability/vets.*    **Department:** Admissions & Financial Aid  **Campus:** Pittsburgh  **Minimum Education Level Required:** High School Diploma/GED  **Minimum Years of Experience Required:** No experience required  **Average number of working hours per week for this assignment:** 37.5  **Work Schedule:** Monday - Friday, 8:30 a.m. - 5:00  **Is there a potential this assignment will result in a regular Staff position?:** No  **Work Arrangement:** Remote: Teams working from different locations (off-campus).  **Requested Pay Rate:** 16.50  **Visa Sponsorship Provided:** No  **Background Check:** For position finalists, employment with the University will require successful completion of a background check  **Child Protection Clearances:** The following PA Act 153 clearances and background checks are required prior to commencement of employment and as a condition of continued employment: PA State Police Criminal Record Check, FBI Criminal Record Check, PA Child Abuse History Clearance.  **Required Documents:** Resume | |