Job Description

**Position Title:** Biographical Records Coordinator

**Job Summary**

The Biographical Records Coordinator is responsible for accurate and timely data entry of biographical information into the Advancement Services database system. This position requires ongoing communication and coordination with University, Alumni and Foundation staff, constituents and affiliated organizations. The Biographical Records Coordinator will report to the Director of Advancement Services.

**Essential Job Functions**

Responsible for the accurate and timely work in the following areas:

* Ensures biographical information is updated and maintained on alumni and/or constituent records in the Advancement Services database by receiving information submitted voluntarily from alumni, donors and friends through online applications, emails, mail, phone calls, other university contacts and by information provided by University subscribed third party vendors.
* Reviews and enters biographical data for alumni and/or constituents into Advancement Services database including name, spouse, address, email, employment, cell phone changes/updates, board and committee participation, philanthropic interests, etc.
* Creates new constituent records with accurate and current information.
* Handles sensitive and confidential information with discretion.
* Performs related duties as assigned.

**Qualifications**

**Education**

Education qualifications must be from a regionally accredited institution.

Preferred Education: Bachelor’s Degree in Business Administration, Computer Management or Computer Information Systems.

**Experience**

Minimum Experience Required: Three years in a related field.

**Skills and Abilities:**

The successful applicant must be highly organized, self-motivated and proficient with computer operating systems (Microsoft Windows), Microsoft Office Suite, database and reporting systems.

The successful applicant must maintain a high degree of accuracy and attention to detail.

The successful applicant must be able to work in a professional office environment and work remote if needed.

**Selection Guidelines:**

Formal application; verification of education and experience; verification of license(s), certification(s), registration(s), accreditation(s) if applicable; oral interview, reference and background checks; job related tests may be required.

**Applications:**

Candidate review will begin immediately. Applicates should send a cover a cover letter, resume and contact information of three references to:

Loretta Singleton

Director of Advancement Services

loretta.singleton@louisiana.edu