**Job Description for Data Enterer**

**Qualifications**

* Experience in data entry with specific experience in type of software to be used in the survey
* Basic computer knowledge

**Responsibilities**

* Enter completed data from data collection forms into data entry program
* Provide feedback to survey coordinator and database manager regarding issues in completeness or legibility of responses
* Back up data as required
* Organize and file data collection forms once data entry is complete
* Inquire about missing data when necessary