

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Processor

Worksite Name: Admissions

Supervisor Name: Chelsy Telles Supervisor Email: cmtelles@lcc.edu

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (underline one)?

Entry Level Intermediate Level Skilled Level

Describe the duties of this position.

- Process admission applications
- Process transcripts and test scores
- Scan and link student documents to Colleague records

List the learning opportunities for this position.

- Learn various databases (Element451, Colleague, National Student Clearinghouse, Perceptive Content)
- Learn how to process a wide variety of documents and forms

What qualifications and skills are needed for this position?

- Attention to detail
- Ability to multi-task
- Technology competence

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