

POSITION DESCRIPTION

JOB TITLE: AEL DATA ENTRY CLERK

DEPARTMENT: ADULT EDUCATION AND LITERACY (AEL)

DIVISION: STUDENT AFFAIRS

HOURLY WAGE: \$12.75

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: AEL DIRECTOR

SCHEDULE DETAILS: PART-TIME/16 HOURS PER WEEK/12 MONTH POSITION

DATE OF LATEST REVIEW/REVISIONS: MAY 2, 2024

Position Summary

Provide the AEL Program with student enrollment and attendance entry using the Missouri AEL DESE data system LiteracyPro LACES Data Management system. The clerk will enter the data, create reports, review, and make data corrections. When the clerk is winning data is entered correctly and on time weekly. The ideal candidate will be computer savvy, a quick typist, and have a keen attention to detail. The clerk works on Tuesday and Thursday each week.

Essential Job Duties

- Provide all enrollment, testing, and attendance entry
- Relied upon to update and maintain accurate data
- Participate in professional development
- Attend the virtual LACES training
- Attend the virtual Data Management training
- File all student documents in the class code binders
- Maintain confidential participant files
- Follow procedures for the effective operational functioning of the district program to meet all local, state and federal guidelines
- Follow the guidance of the AEL Director's and the Administrative Assistant
- Establish and maintain appropriate relationships with students and staff
- Enter Non-Credit information into the Crowder database
- Conduct students follow up reporting and tracking
- Attend staff meetings
- Fulfill any other duties as assigned which job-related circumstances may demand

Required Knowledge, Skills & Abilities

- High School Diploma or Equivalency
- Demonstrated computer savvy skills and quick typist
- Demonstrated excellent customer service, attention to detail and organizational skills
- Exhibit exemplary attendance and punctuality
- Must pass background check
- Ability to establish and maintain positive working relationships with college personnel, students, and external college contacts

Preferred Knowledge Skills & Abilities

- Associate degree (or comparable education)
- One year experience with data entry

Information Technology Abilities

- Ability to operate standard office equipment such as computers, copiers, projectors, and telephones.
- Ability to use Missouri AEL data system.
- Ability to use Microsoft Office

Positions Supervised

- None

Working Environment

- Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate business-like apparel are required.

Physical

- Sedentary work involving sitting part of the time, but will involve mobility within the workplace and external locations.
- Input and access information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including students, instructors, and the public.

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