



## JOB DESCRIPTION

**TITLE:** *OCR Specialist*

**COLLEGE/SCHOOL/DEPT:** *Math & Science/CIDERS*      **DATE PREPARED:** *April 2010*

**REPORTS TO:** *Shift and Production Managers*      **FLSA:** *Non-exempt*

### **POSITION SUMMARY:**

*Seeking motivated students to contribute to an ongoing data conversion project to convert electronic files to standard formats, such as XML, SGML, and HTML. The qualified candidate will work with a team of students and will be able to collaborate effectively with others. The qualified applicant must be detail oriented, be able to sit at a computer for several hours at a time, and have an excellent work ethic. Candidates may work up to 20 hrs./wk (on campus) with flexible scheduling.*

*The OCR Specialist will be responsible for processing imaged documents to text with both accuracy and speed.*

**\*NOTE: This project is funded by Battelle (which is contracted by the U.S. government). All applicants must be U.S. citizens in order to qualify for any position within the CIDERS project.**

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Completes shifts regularly and on time as arranged with the shift and production managers.
5. Produces quality work with speed and accuracy.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. **Knowledge:** *The qualified candidate must be an enrolled student of Heritage University, taking college-level coursework.*

- B. ***Skills:** Strong interpersonal skills with the ability to treat all people with respect. Strong keyboarding skills. Computer file management. Knowledge of word processing applications (MS Word), and basic image editing software. Some experience with Excel (preferred but not required). Understanding of the general layout and elements of publications (header/footer, footnotes, tables etc.)*
- C. ***Abilities:** The qualified candidate must be able to sit for long periods of time at a computer screen (2-5 hours), and be able to keyboard for that duration. The qualified candidate must be able to visually identify and distinguish characters and symbols that are often difficult to read.*

**Interested and qualified applicants may submit a  
Heritage University Employment Application OR  
Résumé and Letter of Interest, and Three References to:**

**Heritage University  
Human Resources Office  
3240 Fort Road  
Toppenish, WA 98948**

**Open Until Filled**