**POSITION SUMMARY**

This position is responsible for transcribing math lessons to be a part of the LSC-Tomball Accelerated Learning Program (ALP) Model Professional Development Course repository of content for instructors. Must be familiar with Math terms and have completed at a minimum, MATH 1314.

**PRIMARY RESPONSIBILITIES**

1. Record maintenance, preparation and review of forms, data entry
2. Collect and record data
3. Tutor, ability to take lecture notes, act as scribe, and proof read

**REQUIRED QUALIFICATIONS**

- High School Diploma or Equivalent
- 0-1 Year experience
- Must have completed MATH 1314

**KNOWLEDGE SKILLS AND ABILITIES**

- Organizational skills
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

**USE OF EQUIPMENT AND MACHINERY**

- Use computer for word processing