



Scanning and Imaging Specialist Temporary Role Position Description

Reports to: Manager, Fulfillment Services

FLSA Status: Nonexempt
Temporary (projected for March – May 15, 2020 may be extended)

Approval: Daniel Cellucci

Effective Date: February 2020

Vision:

We see a world where each individual understands their God-given mission in life and is doing their best to fulfill it; a world where Catholic leaders are influential voices in society; a world where Jesus' example of loving, servant leadership is modeled in every family, workplace, parish, and community.

Purpose:

Catholic Leadership Institute (CLI) provides bishops, priests, deacons, religious, and lay persons in the Roman Catholic Church with world-class, pastoral leadership formation and consulting services that strengthen their confidence and competence in ministry, enabling them to articulate a vision for their local church, to call forth the gifts of those they lead, and to create more vibrant faith communities rooted in Jesus Christ.

Position Summary:

Catholic Leadership Institute offers a parish survey both online and in paper form. Paper surveys are both manually entered and scanned into the database. The Scanning and Imaging Specialist will support the scanning process. The Scanning and Imaging Specialist opens, inspects, and prepares inbound surveys for imaging following defined control procedures. He/she will scan surveys using imaging software for import into company software. He/she will perform quality assurance checks and as applicable editing of all document images after scanning and/or after images are imported. He/she may be responsible for final QA review and reconciliation of errors or discrepancies. He/she may also be responsible for providing input to refine the survey scanning process and also, for managing the overall scanning flow.

This position is located at the CLI office in Malvern, PA and is a temporary position (projected for March – May 15, 2020, may be extended)

Desired Qualifications:

Education and/or Experience:

- 3-5 years' experience in production/operations position required
- High school degree or equivalent required

Critical Qualifications/Skills:

- Excellent organizational and communication skills
- Ability to multitask
- High attention to detail
- Ability to learn skills quickly
- Intermediate proficiency with MS Office specifically, Outlook, Excel, Word and Adobe
- Ability to build trust, confidence and credibility with all internal clients
- Team player who is able to work in a time sensitive high pressure deadline driven work environment
- Demonstrated project management/ production management experience

Physical Demands:

- Must be able to move about inside the office as needed (including navigation of stairs), to access files, copy machine, attend meetings, etc.
- Role involves almost constant scanner and computer use (viewing, mouse, keyboarding).
- Moderate Lifting - Required to move, bending, stand, sit, transport or reposition files, with lifting and carrying of up to 25 pounds.

Key Responsibilities:

(Include the following but other duties may be assigned)

- Organize and prepare documents – pre and post scanning
- Log/manage large volume document intake spreadsheets and batch control procedure
- Scan high volumes of paper on internal systems ensuring completed scans are at required quality and service standard
- Review and verify data entered into the system to ensure accuracy
- Enter information from scanned images and paper documents
- Follow work processes to ensure optimal output, quality, and downstream process integrity in accordance with established business/systems methods and quality standards ensuring that quality assurance processes are followed, and any corrective action taken
- Meet output requirements as defined by his/her supervisor, including but not limited to completing a planned schedule or working from a live list of work-in processes
- Ensure equipment such as scanners and other processing tools are operating as intended
- Strong service orientation with a desire to exceed customer expectations
- Flexibility in dealing with simultaneous projects

Critical Success Criteria:

- **Self Assurance And Humility:** Has deep trust in the Lord and in one's ability to meet most challenges. Inspires self and others to fulfill commitments and achieve a positive outcome. Does not seek personal recognition but is committed to the success and growth of others. Makes it about the other person rather than about self. Invites others to more fully participate and open up. Understands that "I have to do it myself and I can't do it alone." Values excellence and is committed to lifelong growth in holiness, confidence, and competence.
- **Comfortable With Ambiguity:** Has ability to 'go and figure it out' when all necessary information is not available. Is willing to make quick decisions even without all the facts. Handles deviations from routine without assistance; readily accepts changes in procedures, assignments and priorities. Takes change in stride; adapts, improves and overcomes obstacles and challenges. Can balance competing priorities in assignments. Doesn't dwell on the negative or downside of things or decisions.

- **Resilient Drive:** Has the ability and energy to do what it takes to be faithful to God’s call and to one’s unique role in service to the CLI Vision and Mission. Is motivated to achieve his/her goals and to support the goals of the organization, knowing that that will require effort, flexibility and skill. Anticipates problems and obstacles and brings resourcefulness and a “can-do-spirit” to both short and long-term goals and tasks. Finds satisfaction in the living out of one’s purpose and values and in the effort it takes to achieve one’s key responsibilities and SMART Goals. Is committed to the development and training that it will take along the way.

Application Procedure:

A complete application includes a resume and a cover letter with salary requirements describing the candidate’s reasons for considering the **temporary** position and perceptions of what makes him/her a good fit. For consideration, please e-mail the cover letter and resume to: HumanResources@catholicleaders.org . Phone screenings will be made with selected candidates before face-to-face interviews.