

Job Description for Temporary, Casual or Interim Positions

Job Title	Note Taker 1		
Interim Job Code	INT115	Pay Grid	Temporary
Student Work Program Job Code	WPS115	Pay Grade	Level 1

Job Summary

Act as a classroom lecture note taker on behalf of a student with a disability. Responsible to attend full lectures and classes and make notes. Work is routine and performed under close direction within established guidelines.

Accountabilities

1. Attend full lectures or classes as scheduled by Student Accessibility Services (SAS).
2. Take notes either manually pen to paper or via use of computer according to a set of guidelines and processes.
3. Edit notes for any errors or omissions immediately following class or lecture and send to students and SAS.
4. Follow-up with instructor to review notes for accuracy and competency as required.
5. Interact with SAS and students regarding notes and service delivered as required.

Qualifications

Education: Registration in, or completion of a university course or program (Year 3, 4 or Graduate)

Experience: Excellent penmanship or computer processing skills (typing speed of 70 wpm preferred). Understanding of notetaking processes and competencies as they apply to effective learning.

Working Conditions

- Typical lecture, seminar, tutorial environments or, at times, other learning environments (i.e. clinical setting).
- Classroom seating may vary, or ability to sit within clear hearing of lecture may be compromised.