

Job Description for Temporary, Casual or Interim Positions

Job Title	Note Taker 2		
Interim Job Code	INT116	Pay Grid	Temporary
Student Work Program Job Code	WPS116	Pay Grade	Level 2

Job Summary

Act as a classroom lecture note taker on behalf of a student with a disability. Responsible to attend full class lectures and classes, take detailed notes and provide immediate access for a student with a disability via linked computer while lecture or class is in progress. Work is performed under general guidance.

Accountabilities

1. Attend full lectures or classes as scheduled by Student Accessibility Services (SAS).
2. Take notes via use of computer according to a set of guidelines and processes in order to provide immediate access to course content for students with disabilities. Capture spoken content from instructor and comments or questions asked by other attendees in the class for meaning or content. Capture diagrammatic information conveyed by lecturer, instructor, etc.
3. Edit notes for any errors or omissions immediately following class or lecture and send to students and SAS.
4. Arrange with student(s) in advance of class, method of connecting computers timely upon arrival to class or lecture.
5. Follow-up with instructor to review notes for accuracy and competency as required.
6. 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.