



Work Study Job Description Disability Services

2101 14th St., Cloquet, MN 55720

Location: Classrooms

Name and Classification of Position: *Notetaker, Reader, or Scribe I*

During any given semester, 1-8 students may be hired to fulfil the duties and responsibilities of this position (See more information below.). Students interested in working as a notetaker, reader, scribe at FDLTCC are asked to provide their transcript and class schedule to the Disability Services program at the start of each semester.

NOTE: A notetaker, reader, or scribe's weekly hours could be anywhere from 1-10 hours or higher per week or per semester. The hours are dependent on the number of notetaker, reader, or scribe requests received by Disability Services. Weekly hours are not guaranteed due to the uniqueness of this position. More information is available by speaking with Disability Services. A notetaker, reader, or scribe may not be needed despite submitting your transcript, however, students should still indicate their interest in serving in this position in the event a notetaker, reader, or scribe is needed.

Supervisor: Anita Hanson

Rate of Pay and Expected Hours of Work: \$10.00/hour, 10-29 hours per week*

NOTE: A Notetaker, reader or scribe may only work 1-10 hours per week or per semester. Weekly hours are not guaranteed, due to the unique nature of the position.

Eligibility:

- Minimum of 12 credits earned at FDLTCC.
- Cumulative GPA of 2.75 or higher.
- Regular class attendance (i.e. reliable student).
- Legible handwriting.
- Ability to write down all class lecture notes each class period.
- Ability to provide either handwritten copy or electronic copy of class notes to another student within one day of each class period.

Purpose and Role of Job within the College:

This position assists FDLTCC's Disability Services program with providing accommodations and support to students with documented disabilities (duties could include: notetaking, reader, or scribe).

Duties and Responsibilities:

Qualified notetaker, reader, or scribe applicants will be required to provide a copy of their class lecture notes to Disability Services. A notetaker, reader, or scribe may be hired for one (or more courses) each semester at 3 (or more hours) per week, as needed. As needed, eligible students may also be hired to help provide testing accommodations or additional Disability Services support during the semester.

Qualifications and Required Skills:

- Minimum of 12 credits earned at FDLTCC.
- Cumulative GPA of 2.75 or higher.
- Regular class attendance (reliable student).
- Legible handwriting.
- Ability to write down all class lecture notes each class period.

Specific Qualifications for Higher Job Classification:

N/A

Learning Objectives: Students eligible to work as a notetaker, reader, or scribe will learn:

- Time management and organization skills;
- Responsibility skills each week by regularly providing copies of lecture notes and/or providing testing accommodations to students with disabilities.
- Confidentiality skills by adhering to the confidentiality rights of FDLTCC students with disabilities seeking accommodations through Disability Services.

Check with the financial aid office for eligibility and be prepared to give us your:

- Availability
- Contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](#) for more information.

**Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.