



Work Study Job Description Disability Services

Location: Classrooms

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

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: Nancy Olsen

Rate of Pay and Expected Hours of Work: See website for current wage*

Employment Dates: July 1 through June 30 of each school year

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.

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.

After checking with the financial aid office for eligibility, interested students should email Nancy Olson nancy.olsen@fdltcc.edu with:

- Availability
- Contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

An affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service (July 30, 2019)

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