

Note-Taker for the Deaf (Range H24/JTC H15) – Non Exempt

GENERAL SUMMARY:

Responsibilities include meeting with professors, attending lectures and taking notes for deaf students. Edit notes and provide to the student(s).

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Good note taking skills, following a logical format of the class lecture. Adequate spelling and writing skills and legible penmanship. Active listening skills. Ability to communicate effectively with individuals from diverse backgrounds. Must have the ability to provide quality customer service. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

*Revised: 01/2017 - emm
ADA/tmm 05.15.19*