**Title of Position:**  Manual Note taker – Various courses

**Division/Department**: Student Services

**Job Duties**

* To take accurate and detailed class notes for students
* Attend class(es) of student(s) identified by counselor for the purpose of taking notes
* Record written information from overheads, black/white boards verbatim
* Record verbal lectures/seminars and student comments/concerns
* Record video presentations
* Produce notes that are clear, concise, grammatically correct, preferably in Cornell format, based upon assessed individual, specialized needs of student (e.g. Large print for visually impaired, print on coloured paper)
* Promptly provide a copy of class notes to student and LSS staff as appropriate
* Be available for verbal review of notes if requested

**Qualifications**

* Excellent listening skills, organizational skills, oral and written communication skills, writing skills, note taking skills
* Knowledge of special needs accommodations/policy
* Excellent interpersonal skills including sensitivity and an ability to respond effectively to meet the individual needs of students
* Proficiency in the use of technology would be an asset

**Additional Information ie special equipment or travel**