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Federal Work Study Job Description Form

Job Title: Peer Notetaker **Desired No. of Hires:** Based on need/
Department or Organization: Office for Students with Disabilities & Deaf Services no. of requests
Address (Off campus only):

Supervisor: Maureen Conroy
Office: Donahue 141
Phone: 413-552-2582
Email: mconroy@hcc.edu

Designee: Erin. S. Galster
Office: Donahue 135
Phone: 413-552-2064
Email: egalster@hcc.edu

General Job Description:

The Office for Students with Disabilities and Deaf Services (OSDDS) regularly receives requests for notetaking services from students who are registered with the department and have been approved by their assigned Disability Learning Specialist to receive notetaking services. This work study position would provide students with disabilities access to notetaking services.

Detailed List of Duties:

Attend each, every class, based on your schedule, to which you are assigned and take comprehensive notes during the class for the purpose of providing access to notes for students with disabilities. Format of notes may be written (pen and paper) or electronic. This may depend on the individual needs of the students who is requesting the notetaking services.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Special projects as identified based on needs of the department, and in consideration of the work study student's individual skills, areas of interest, and desire for professional development.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Follow OSDDS policy and procedures regarding notetaking services. When assigned to a specific course(s), regular attendance to class(es) to take comprehensive and meaningful notes. Follow department procedure to submit the notes, so the student(s) requesting the notetaking services receives the copy or original set of notes. Report any issues/concerns with notetaking services to the OSDDS Main Office immediately. Services provided by OSDDS are confidential, and utmost discretion will be required.

Skills and/or previous experience desired:

Good course registration & grade history. Excellent notetaking skills is a must. Ability to attend class is an essential function of this position. Ability to relate to a diverse user-group is desired. Prior experience with and/or willingness to learn Assistive Technology a plus, but not required. Previous work with individuals with disabilities is a plus, but not required.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Students can expect to be assigned to 1-2 courses a semester (depending on their own academic schedule), equivalent to 3 – 7hrs/week.

How to Apply: Contact designee listed above.

Completed and Submitted By:

Erin S. Galster/Maureen Conroy Disability Learning Specialist/Director of OSDDS August 21, 2018
Print Name of Supervisor *Title* *Date*

Please return completed form to skapinos@hcc.edu