Federal Work Study Job Listing

Job Title: NOTETAKER

Department/Agency: Disability Support Services

# of positions available: multiple

☒ On Campus ☐ Off Campus

Job Purpose:

To write/type and provide notes for students with disabilities. This basically involves taking organized, neat and detailed notes during classes.

Job Responsibilities:

- The major duty is the notetaking; once complete, you will send them to the appointed person.
- Consistent attendance
- Attention to detail

Job Qualifications (training, experience, technology, skills, etc):

- Must have passed ENG 111 with a B or above.
- For a Math Notetaker, must have passed a College level Math course.
- Must be enrolled in at least 6 credits for Spring 2022 semester.
- Must be in good standing and eligible for the federal work study program.

Skill Development Areas (Check all that apply) ☒Listening ☐Customer Service ☐Time Management ☐Multitasking ☒Communication ☐Intercultural Proficiency ☒Student Learning ☒Organization ☐Other:___________________

Approximate Start Date: Spring 2022

Duration (check one): ☒ Academic Year ☐ Fall Semester ☐ Spring Semester ☐ Summer Semester

Approximate Hours Per Week (Maximum 18.5): hours will vary.

Contact Information

Supervisor’s Name: Andrea Schwartz

Supervisor’s Email: aschwartz@bhcc.edu

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Post this position? ☒ Yes ☐ No