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 Fall 2021 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: Fall semester 2021

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

Phone: 617-228-3415

Post this position?  ☑ Yes   ☐ No