



Position Title: Part-Time Auxiliary Aid/Note Taker
Reports To: Director
Department: College-wide
Prepared By/Date: Jennifer Brito/08-16-2010
Approved By/Date: College-wide
Revised: Donna French/10-04-2011

Job Code: 8342
Job Group: Class-R
Salary Grade: C4
FLSA Status: Non-Exempt

Summary:

This position is responsible for providing note taking services for disabled students during their class time.

Essential Duties and Responsibilities:

- Assists disabled students in the ACCESS Laboratory
- Provides note-taking services during class time
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Demonstrates accuracy and proficiency in note taking skills
- Possesses organizational and clerical skills, including computer application skills in Word, Access, Excel and Odyssey
- Possesses good interpersonal skills
- Ability to work independently with limited supervision
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or equivalent GED from a regionally accredited institution and have received a "B" grade or better in ENC1101 or ENC 1102

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name