JOB DESCRIPTION

Computer Assisted Note-taker

Definition of Class
This is a non-supervisory position in which the incumbent provides typed, high-quality, comprehensive classroom lecture notes for students with severe disabilities. This position reports to the Assistant Director - Student Disability Services.

Examples of Work Performed
Uses laptop computer to take comprehensive classroom lecture notes while sitting next to the student with a disability so the student can view the computer screen if necessary.

Edits notes and delivers printed copy to the note-taking office within 24 hours of class.

Communicates with students about questions or concerns regarding notes submitted.

Maintains records of times and classes in which notes are taken.

Performs related duties or similar as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Takes, edits, and delivers classroom lecture notes for students with severe disabilities.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements for this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.
**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; talk or hear and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk and stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**AND**

**Experience:**
One (1) year of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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