Scribe

Position Summary:

This part-time, temporary position supports the delivery of accommodations for a student who is registered with the Office of Disability Services.

The main function of a Scribe is to assist students with disabilities in completing classroom required activities by writing down or typing verbatim what is dictated by the student. This position requires the use of computer software such as Microsoft Word. Work hours are dependent upon the class schedule of the student or students needing services and will continue based upon student registration and attendance.

Job Functions:

- Ability to scribe (pencil & paper and/or typing) dictated information from student.
- Ability to record dictation word for word, clarifying with student their intended punctuation, capitalization and spelling.
- Familiarity with course content including words, terms, symbols or signs in the English language
- Ability to read aloud text on a page, computer screen or white board in a clear voice and at a normal pace with good pronunciation.
- Ability to describe pictures in words.
- Fills-in and writes-out test answers for students at their instruction
- Willingness to be patient and to repeat information multiple times.
- Maintains professional boundaries in class and during tests
- Responsible for other reasonable, related duties as assigned

Knowledge, Skills, & Abilities:

- Ability to take clear and accurate dictation
- Attention to detail
- Good interpersonal communication skills
- Comfortable working with special populations
- Demonstrated high-level communication and computer skills
- Demonstrated commitment to quality service to students
- Ability to maintain confidentiality when working with students