



## Work-Study Job Description

Financial Aid Office  
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**\*\*\* Applicants must be eligible for work study as part of their financial aid package to apply for this position.**

**Department:** Disability Resource Center

**Job Description:** Work-Study Student Note Taker

- a. **Duties:** Attend assigned classes and take notes based on instructor lecture and classroom discussion. Notes may be completed using any of the following methods: typed and emailed, legibly handwritten and photocopied, or by using carbon-copy paper.
- b. **Location:** CEI Idaho Falls Campus
- c. **Department's function on the CEI Campus:** Provide services to students with disabilities.

**Qualifications:**

- a. **Preferred work schedule:** Varies, based on student need.
- b. **Preferred work experience:** Track record of ability to take notes without losing focus
- c. **Preferred skills:** Ability to type, use email and/or Canvas, legible handwriting.
- d. **Preferred character traits:** Punctual, organized

**Salary:** \$11.00/hr

**Work Hours:** 10 hrs.

**Post Date:** July 30, 2021

**Closing Date:** Until position is filled

**To Apply Contact:**

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