

# LAURIER

## Accessible Learning Centre

### Position Description

ALC Student Note-taker

### Purpose

- To assist students with disabilities to obtain complete sets of class notes.

### Time Commitment

- Minimum one semester

### Qualifications Required

- Caring, empathic, and sensitive to the needs of students with disabilities
- Good communication, listening and interpersonal skills
- Dependable, reliable, punctual, dedicated
- Well-developed time management and organizational skills
- Previous experience in the note-taking program is an asset
- Maintain a minimum GPA of 7 (70-72%)

### Responsibilities

- Attend all course lectures and take legible, comprehensive notes
- Upload clear and accurate lecture notes in a timely manner via mylearningspace
- Make initial contact with and solicit feedback from student(s) receiving your notes
- Address any problems or concerns with the Educational Planner as they arise
- Maintain confidentiality about the identity and details of student(s) you are assisting

### Training and Supervision

- Read and follow the on-line Note-taker Handbook
- Ongoing direction provided by the Educational Planner

### Benefits

- Feel good about helping another student
- Improve your notes by being more conscious
- Receive valuable references for a job well done
- Gain experience to include on resume and Wilfrid Laurier's Co-curricular Record

### Contact

Educational Planner  
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Accessible Learning Centre, WLU  
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