

Position: Note Taker

Location: Accessibility Centre and Educational Support (ACES), Grenfell Campus, Memorial University of Newfoundland

The Accessibility Centre and Educational Support (ACES) at Grenfell Campus is seeking dedicated undergraduate and graduate students to serve as note takers for students with disabilities. This is a rewarding opportunity to support fellow students in their academic journey.

Key Responsibilities:

- Provide detailed copies of notes for students in classes you are enrolled in, or;
- Attend classes that you are not enrolled in to take notes for students requiring assistance.

Eligibility:

- Open to all Grenfell Campus students. Preference will be given to mature students (minimum 3rd year).

Compensation:

- This position can be either volunteer or paid.
- Compensation may vary depending on the situation.
- Successful applications will be added to our pool of prospective note takers. **The amount of work you may receive in any given semester will vary depending on demand.**

Application Process: To apply, please complete the accompanying application below form and submit it via email to gcaces@mun.ca or drop by the Learning Centre to fill it out in person.

Training: All selected applicants will be required to complete a training course. Upon completion, you will be added to a list of note takers available for students' seeking assistance.

Questions? If you have any questions or need further information, please contact gcaces@mun.ca.

Join us in making a difference in the academic lives of your peers!

COMPLETE AND RETURN THIS FORM TO THE LEARNING CENTRE AS 234 or email it to gcaces@mun.ca

Peer Note Taker – Registration Form

Name: _____ Date Submitted: _____

Student #: _____

Email: _____ Phone: _____

What is your **preferred** method of contact? (Circle) Phone Email

Are you looking for a paid position or will you be volunteering? (Circle) Volunteer Paid

I agree to allow ACES staff to access the following information:

- The list of courses that I am registered for each semester
- A copy of my transcript to review my grades in previous semesters

Signature _____

Requirements for becoming a Peer Note Taker:

- You must either be registered in a course or have completed a course of the student requesting copies of notes
- You will be required to successfully complete a training module. Applicants who are unable to complete the training will **NOT** be added to our pool of peer note takers
- You must be able to attend all classes and labs associated with the course.
- You must be dedicated to ensure you attend every class to take notes and provide them to the respective student in a timely matter.
- If you are unable to attend a class, you should inform the respective student and assist with getting copies of notes for the class that was missed.

Anyone can apply to be a Peer Note Taker at any time; however, it is not a guarantee that you will be matched with a student/student.

Please provide a list of subjects that interest you the most in the box below