

Queen's Student Accessibility Services

Note Taking Peer Recruiter Position Description

Overview

Every year the Queen's Student Accessibility Services (QSAS) office of Student Wellness Services registers about 1,500 students with disabilities to receive accommodations. Approximately 20% of all students registered require assistance with capturing information presented in class. **Volunteer Note Takers** are key to assisting instructors in making academic information as presented in class accessible to students with disabilities. Last year, approximately 68% of all valid note taking requests were fulfilled by volunteers – meaning 32% of all note taking requests went unfulfilled.

The *Note Taking Peer Recruiter* will work closely with the Note Taking Program Coordinator, instructors, course coordinators and teaching assistants to promote the program and encourage students enrolled in courses across the university to volunteer as Note Takers.

Position Duties & Responsibilities

- Assist in the design and development of presentations for delivery in classes
- Make short presentations in classes and/or tutorials, encouraging enrolled students to volunteer as Note Takers
- Deliver accurate and concise instructions to interested students about signing up as a volunteer note taker
- Answer questions from instructors, teaching assistants, course coordinators and/or peers about the volunteer Note Taking program
- Evaluate the reception and effectiveness of presentations delivered in class
- Advocate for the need for Note Taking within classes and support the accommodation
- Assist in other tasks as assigned. Examples included researching effective note taking strategies, seeking out instructional videos and designing informative web pages about note taking
- Create and manage a social media page/group for volunteer note takers
- Other duties as may be required by the position
- Participation in campus events as a representative of the program as approved by QSAS

Skills / Competencies Required

- Effective presentation skills
- Comfortable delivering presentations to small, medium and large (400+) groups
- Adept with using a variety of presentation tools (PowerPoint, posters, notes, etc.)
- Demonstrated initiative
- Displays creativity and able to think on their feet
- Excellent communication skills
- Excellent organizational and time management skills
- Ability to work collaboratively within a team and independently, as needed
- Demonstrable understanding of the concept of confidentiality in serving the needs of students with disabilities
- Knowledge and awareness about disability issues, including some of the barriers faced by students with disabilities
- Experience in Note Taking program is an asset

Skills / Competencies Acquired

- Leadership skills
- Develop presentation skills to varying audience sizes
- Enhancing note taking skills and learn new ways of taking notes
- Develop communication delivery to many different members of faculty
- Better understanding of accommodations and barriers faced by students with disabilities

Expectations

- Attendance at the training session (March date TBD)
- Inform Note Taking Program Coordinator when there is a change commitment to program
- Review sign up system (iWork) regularly to volunteer for presentation sessions
- Communicate with faculty members about setting up presentation session in class
- Deliver presentations about the needs for note taking within the course and across campus to small, medium and large groups as required – up to 3 weeks before finals start
- Conduct presentations jointly with another Peer Recruiter or alone
- Estimate reception of presentation by class by completing a short survey and submitting it through survey-taking software
- Brainstorm with Peer Recruiting team and Coordinator on how to better present materials and recruit more note takers

Time Commitment (including training requirements)

- One 3-hour training session per academic year (March date TBD)
- 1 hour / bi-weekly – group meeting with other volunteer recruiters and Note taking coordinator (flexible)
- up to 1 hour per presentation request (including preparation for presentation, travel time to class, 5-minute presentation, Q/A), to a maximum per week (approximately 5)
- Flexible ongoing commitment to deliver presentations and assist in other tasks as assigned (approximately 3-6 hours per week)
- Optional drop-in sessions with other Peer Recruiters
- Position commitment from Fall term start in September to just prior to exams in April

Staff Partnership

Note Taking Peer Recruiters work with the Note Taking Program Coordinator of QSAS. The Program Coordinator is available for support and assistance with any role-related issues or concerns and can be reached at notetake@queensu.ca or by phone at 613-533-600 x. 78923. The Note Taking Program Coordinator will also have drop-in hours to be determined, where Note Taking Peer Recruiters may come in to ask questions or seek advice.

Benefits

Students who volunteer with QSAS as a Note taking Peer Recruiter can expect to receive the following benefits from their experience:

- Gain a deeper understanding and knowledge about disability, accommodation and accessibility matters
- Opportunity to fine-tune and expand one's presentation, communication, and leadership skills
- Opportunity to contribute towards creating quality tools and resources for the overall improvement of the Note Taking program at QSAS
- Working with a small team of peer recruiters to exchange ideas and learn better ways to recruit volunteer Note Takers at Queen's
- Personal satisfaction that comes with making Queen's inclusive and accessible to hundreds of students with disabilities

Applying

Supply both a cover letter and resume to apply to this position. Cover letters should include the following:

1. Your understanding of the note taking program offered through QSAS
2. Why you want to become a Note Taking Peer Recruiter
3. What you hope to get out of being a Note Taking Peer Recruiter.

Email your resume and cover letter to notetake@queensu.ca with the subject:

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