

# JOB ANNOUNCEMENT!

## Notetakers Wanted!

Notetakers are important to the learning of SSC students who receive accommodations through the Services for Students with Disabilities Office (SSDO). A Notetaker is responsible for recording detailed and accurate information in virtual and in-person classes. Pay rate is \$12/hour, working up to 20 hours/week. Training provided to support the goals of the SSDO.

### Qualifications:

- Possess strong spelling and grammar skills
- Possess strong communication skills, such as active listening
- Ability to provide clear, concise and relevant notes.
- Organized, punctual and reliable
- Access to a reliable computer and internet
- Ability to meet deadlines.
- Ability to work with diverse stakeholders.



SOUTH  
SUBURBAN  
COLLEGE

SERVICES FOR STUDENTS  
WITH DISABILITIES

*Questions or to apply please  
contact the Services with  
Disabilities Office (SSDO) at  
(708) 596-2000 ext. 2572 or  
email [disabilityservices@ssc.edu](mailto:disabilityservices@ssc.edu)*