



**POST-SECONDARY COMMUNICATION ACCESS SERVICES  
JOB DESCRIPTION**

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POSITION TITLE:           **TRANSCRIBER**

REPORTS TO:               Disability Services team members as  
                                  assigned

DATE:                       **July 2015**

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**SUMMARY:**

Transcribers are responsible for providing communication access for post-secondary students by converting spoken language to text using TypeWell software. The transcriber, using a laptop computer, provides lecture material, class discussions, environmental input, and social interactions in a "meaning-for-meaning" format. Students may type questions and comments for the transcriber to voice during classes. After class, the transcriber will delete non-subject related material, and provide a copy of the transcript to the student to serve as class notes.

Transcribing requires a high degree of focus, concentration, ability to multi-task, excellent short term memory, and ability to understand and re-state complex English quickly and accurately. A demonstrated ability to work as part of a team; and knowledge of educational issues related to students who are D/deaf or hard of hearing are required.

Locations will vary and include classrooms, labs and off campus settings etc. Positions may involve split shifts, evening or weekend work.

**DUTIES AND RESPONSIBILITIES:**

**Transcription Services**

- Prepares for assignments by reviewing course materials and adding technical or specialized vocabulary to the transcriber dictionary.
- Meets with students, instructors, or educational team members to discuss matters related to communication access.



- Transcribes speech meaning-for-meaning from lectures, discussions, videos and other relevant communication in the setting, in the manner and style it was intended.
- Relays important non-verbal and contextual information.
- Voices comments or questions as requested by the student.
- Obtains ongoing student feedback to assess effectiveness of transcription and makes adjustments as required.
- Provides a copy of edited notes to the student within twenty-four (24) hours.
- Participates in other duties as assigned.
- Follows Institutional policy regarding confidentiality, professionalism and conduct.
- Follows TypeWell Code of Ethics.

#### **Education Team Participation**

- Develops positive relationships with students and faculty, and resolves any issues in co-operation with Disability Services staff.

#### **Equipment**

- Transports equipment classrooms; manages equipment set up and storage.
- Ensures equipment is kept secure, well maintained and batteries are charged.
- Assists in resolving any technical problems.

#### **QUALIFICATIONS:**

##### **Education:**

- Successful completion of the on-line TypeWell course.
- High school graduation with at least one year successful post-secondary participation.



**Preferred Experience:**

- Six months or more experience working in a post-secondary educational environment.
- Experience working with students with hearing loss or other disabilities in a post-secondary setting.
- An interest or background in post-secondary subject areas relevant to the transcribing assignment.
- Demonstrated ability to work independently with minimum supervision.

**Communication/Interpersonal Skills:**

- Ability to develop positive working relationships with students, faculty and disability services coordinators as part of an educational team.
- Strong interpersonal and communication skills.
- Excellent oral and written English skills including grammar, spelling, vocabulary and sentence structure.
- An understanding of educational issues related to students with hearing loss.
- Demonstrated comfort in academic settings with diverse populations.

**Cognitive Skills:**

- Strong listening and short term memory skills.
- Ability to maintain focus on information processing for extended periods of time.
- Ability to understand and re-state complex English quickly and accurately.
- Demonstrated problem solving ability.

**Software/Computer Application(s) and Expertise:**

- Demonstrated ease with computers and MS Office applications.

**Other Skills/Abilities:**

Post-Secondary Communication Access Services  
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ACCESS SERVICES

- Ability to hear accurately in a noisy environment.
- Capacity to withstand repetitive wrist motion.
- Ability to sit and type for extended periods of time.
- Minimum typing speed of 65wpm.
- Ability to physically lift and carry transcribing equipment when transporting between classrooms.