



## Training Opportunity: **TypeWell Transcriber, Disability Resource Centre**

Camosun College is looking for qualified individuals to transcribe for students with hearing loss during classes and other course activities. Transcribers learn to use specialized TypeWell software and condensing techniques to rapidly record lectures and discussions on a laptop, producing notes which are simultaneously viewed by students on a second computer.

The TypeWell transcribing course is completed on-line and requires approximately 6 weeks of intense part-time study. Costs of the course will be covered for applicants who qualify for sponsorship.

Transcribing is demanding work but rewarding in the difference it can make to students' success and exciting in the opportunity it provides to work in a variety of stimulating academic settings.

### Qualifications:

To be accepted for sponsorship, applicants must:

- Type 65 wpm (70 wpm is recommended) without error (no more than 4 errors in 5 minutes); maintain accuracy and speed while taking notes in academic lectures
- Have good listening skills and short term memory
- Have excellent oral and written English skills including grammar, spelling, vocabulary and sentence structure
- Demonstrate ease with computers and MS Office applications
- Have the capacity to sit for long periods, and no history of wrist or hand pain
- Have high school graduation and some successful post-secondary participation

In addition, in order to be successful in the transcriber course and as a transcriber, it is recommended that applicants:

- Be comfortable in academic settings with diverse populations
- Have excellent interpersonal and communication skills
- Be good at problem-solving
- Be able to work independently and as part of a team
- Demonstrate professionalism
- Be flexible, adaptable and willing to work in a variety of settings
- Be able to maintain focus on information-processing for extended periods of time
- Have some knowledge of educational issues related to students who are deaf or have hearing loss, or be willing to learn.

Work is generally part-time and schedules vary; evening work may be required. Pay scales differ according to qualifications and institutional standards and agreements.

Interested individuals should view the video at <http://www.bcit.ca/pcas/spechtotext.shtml> and thoroughly review the TypeWell website <http://www.typewell.com/transcriberfaq.html>.

If you feel your skills and interests match the demands and opportunities of transcribing work or for further information, contact Dorsa Nouredin at 604-447-4509 [Dorsa\\_Nouredin@bcit.ca](mailto:Dorsa_Nouredin@bcit.ca) until the end of August, and Susan McArthur, Chair Disability Resource Centre at 250 370-3325 [mcarthur@camosun.bc.ca](mailto:mcarthur@camosun.bc.ca) after August 31' 2010.