### General Information

<table>
<thead>
<tr>
<th>Position</th>
<th>Senate Transcriber</th>
<th>Branch</th>
<th>Legislative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours</td>
<td>B-3 $9.55/hour @ 12-20 hours/week</td>
<td>Position Type</td>
<td>Student Temporary Employee (TSE)</td>
</tr>
<tr>
<td>HR Direct Supervisor</td>
<td>SGATO Assistant Director and/or designee</td>
<td>Travel</td>
<td>Yes</td>
</tr>
<tr>
<td>Employment Length</td>
<td>Varies by position</td>
<td>Working Over Authorized Hours</td>
<td>Yes, with prior written authorization from direct supervisor</td>
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### Job Description

The Senate Transcriber student position serves as the primary minute taker of the Senate and is responsible for transcribing verbatim minutes of Senate committee meetings as well as maintaining appropriate Senate records.

**ROLE AND RESPONSIBILITIES**

- Transcribe the meeting proceedings of the Senate and all Senate standing and ad hoc committee meetings.
- Be able to transcribe long sets of minutes in one setting, both during and outside of the meeting.
- Complete minute transcriptions by a designated deadline consistently and accurately.
- Perform other duties as prescribed to them by the Senate President and/or the Senate President Pro Tempore.

**MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Must possess a fluent understanding of the English language including grammar and punctuation.
- Knowledgeable in Microsoft Word, Excel, and Outlook.
- Must type a minimum of 60 words per minute.
- Must possess adequate dictographic (listening) skills.
- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and a 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Ability to be impartial and maintain confidentiality.
- Must have a minimum availability of 10 to 20 hours per week.

**WORKING CONDITIONS**

Conditions are typically limited to an indoor shared office setting. Employees receive an SG email address and corresponding computer access. Assignments and responsibilities are expected to be completed within the designated SG workspace, unless prior written approval is received for off-site work by direct supervisor.

- This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title. –

Revised – 07/25/19