

## Employment Instructions for Note Taker

Dear Note Taker,

Our goal at the Disability and Learning Resource Center is to provide equal access to education to all students regardless of their disability. So it will be very important to follow these instructions:

1. Attend all classes and write detailed notes.
2. Please clearly write **course title, date of the class, and the envelope #** that you are assigned on top of the note paper.
3. On days that an instructor does not lecture write "**NO LECTURE NOTES**". Please write what occurred in class on that date.
4. **Please drop off your weekly notes to the Disability and Learning Resource Center (DLRC) in the Administration Building, Ste. 114 by \_\_\_\_\_(time) on \_\_\_\_\_(days) or email them to the DLRC.**
5. The envelope # or #s that you are responsible for is as follows: \_\_\_\_\_.

If you receive a call from the DLRC that your notes were not received by the designated date, please make sure to drop off your notes promptly.

If you cannot fulfill these obligations due to unforeseen difficulties, please contact the DLRC so we can recruit a replacement note taker. *Please understand that if this occurs you will not receive payment for your previously submitted notes.*

If you have any questions please do not hesitate to contact me directly at extension 1586. Thank you for your interest and hard work in providing these accommodations for students with disabilities.

Blessings,

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### Employment Process

1. Go to the website [www.cuicareers.com](http://www.cuicareers.com) and register for an Account and Login
2. Access the Student Employment section (you won't find your job listed since you're directly recommended for this position)
3. Look for the Document Library
4. Find the Employment Contract & Forms
5. Print out the forms and fill them out (**W-4 and I-9**)
6. Make an appointment with me; bring the forms with the **required ID**