

Faculty Meeting Minutes Transcriber

The Faculty Secretary is seeking a Trinity College employee to attend faculty meetings, take careful notes and transcribe the tapes of the meetings. There are ten meetings scheduled per academic year held in McCook Auditorium. Meetings are scheduled either from 4:20 p.m. to 5:50 p.m. or during Common Hour from 12:15 p.m. to 1:15 p.m. with possible extension of meeting at 4:20 p.m. (meetings might run longer on occasion). Must have excellent listening skills, strong writing and computer skills.

If you are interested or know someone who may be interested in this part-time opportunity, please contact Donna Ciarfella in the Human Resources Department at donna.ciarfella@trincoll.edu or X-2274.

Trinity College is an Equal Opportunity/Affirmative Action Employer. Women and minorities are encouraged to apply. Applicants with disabilities should request, in advance, any needed accommodation in order to participate more fully in the application process.