C-PRINT CAPTIONIST
COLUMBIA THEOLOGICAL SEMINARY
POSITION DESCRIPTION

GENERAL DESCRIPTION: The C-Print captionist’s primary responsibility is the direct real-time transcription in the classroom and transcription of the hard copy text to students. The captionist reports to the Academic Administrator.

ESSENTIAL FUNCTIONS:
• Provide real-time transcription/note-taking in classroom.
• Edit transcripts.
• Use student feedback, assess effectiveness, and adjust accordingly.
• Other duties as requested.

MINIMUM QUALIFICATIONS:
• C-print certification desired – may be provided by seminary
• Excellent oral and written communication skills
• Computer experience

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:
• Typing speed of 60 wpm or better
• Commitment to inclusive communities
• Knowledge and abilities in phonetics
• Excellent English and listening skills
• Ability to understand and summarize information while typing
• Ability to handle pressure of using transcription system in classroom setting
• Theological education/knowledge desired but not required
• Position is governed by the Captionist Code of Ethics

CLASSIFICATION:
• Part-time
• Non-exempt

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job’s physical demands can include but are not limited to extended periods sitting working on a computer or equipment. Work is performed in a classroom setting. May require some night and/or weekend work, depending on student schedule.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

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