

STUDENT JOB DESCRIPTION FORM

DEPARTMENT **Recording for the Blind & Dyslexic**

Location: 620 Main St., Williamstown **Telephone:** 458-3641

Contact: Jeff Owens **E-mail:** jowens@rfd.org

TITLE OF JOB: Studio Assistant

Tasks:

Recording texts

Pre- and post-production tasks: including bookmarking, digital book loading and downloading

Other computer & office tasks as needed

Number of students needed for this category: 2

Pay Level: C

Are students allowed to study during or after the completion of primary task(s)? No