**UNIVERSITY OF MONTEVALLO  
  
JOB DESCRIPTION**

**Job Title:** Recorder

**Immediate Supervisor:** Manager

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**GENERAL DESCRIPTION:** Records the names and roles of the group members at the beginning of each activity. Records the important aspects of group discussions, observations, insights, etc. The recorder’s report is a log of the important concepts that the group has learned and serves as the official report to be turned in for the entire group. The recorder also reads the activity out loud to the group. The reader must monitor their volume so that their group can hear them, but other groups are not disturbed. This helps to keep everyone in the group together. The Manager will tell the Reader when it is time to read the next part of the activity.

**ESSENTIAL JOB DUTIES:**

1. Maintains the official record of the groups work. The Recorder is responsible for turning in the final report that will be graded for the group.

* *Good tools/phrases to use:*
  + Listen carefully to all discussion in order to construct the best answer possible.
  + Ensure that all group members agree with each answer that is constructed.
  + “Would we all agree that \_\_\_ is an acceptable answer for question # \_\_\_?”
  + “Can you please rephrase or clarify what you just said?”

1. Read the activity out loud to the group. Monitor your volume so that your group can hear you, but other groups are not disturbed. Proceed with reading as requested by the Manager.

* *Good tools/phrases to use:*
  + Read clearly and slowly.
  + Ensure that all group members have a chance to respond and are engaged in the answer construction.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* ability to deal and work with people of different temperaments, backgrounds and educational qualifications
* good written communication skills
* good listener
* respect the views and opinions of others

