



Position Title: Adjunct Faculty, Translation & Interpretation

Job Code: 8000

Reports To: Department Chairperson

Grade: P1

FLSA: Exempt

Job Description:

This Adjunct Faculty member teaches Translation and Interpretation courses for English-Spanish

Duties & Responsibilities:

- Teaches lecture and laboratory sections
- Evaluates and advises students
- Participates in departmental and College affairs
- Develops curricula
- Recruits students
- Serves on committees
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelors Degree in Translation / Interpretation, Linguistics, or Language (Spanish), **or** Bachelors Degree and five years relevant work experience or relevant certificates
- All educational degrees must be from a regionally accredited institution

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name