



Position Title: Part-Time Sign Language Interpreter I
Reports To: Director of ACCESS Services
Department: ACCESS Department
Prepared By/Date: Jennifer Brito/05-28-2010
Approved By/Date: College-wide
Revised: Donna French/10-05-2011

Job Code: 8119
Job Group: H1-HIE
Salary Grade: HC
FLSA Status: Exempt

Summary:

The Part-Time Sign Language Interpreter I provides translation in American Sign Language.

Essential Duties and Responsibilities:

- Provides sign language interpretation services for classroom lectures, related classroom activities, tutoring sessions, advisement and financial aid meetings and other College activities
- Maintains records for assigned students
- Assists with schedules and agendas for the Deaf Services Program
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent oral and written communication skills
- Possess detail-oriented and highly organized skills
- Possess strong interpersonal and decision-making skills
- Proficiency in Microsoft applications
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Non-certified with related years of experience in field or QA1 Certification with related years of experience
- Experience as a college level interpreter

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name