



Position Title: Part-Time Sign Language Interpreter Lab Assistant

Job Code: 8378

Reports To: Grant Administrator

Grade: W4

FLSA: Non-Exempt

Job Description:

The Part-Time Sign Language Interpreter Lab Assistant assists students, faculty, staff, and administrators with the use of equipment and software.

Duties & Responsibilities:

- Maintains Open Lab Hours
- Operates all lab equipment and the various features of the software
- Assists students in the interpreting process
- Reports any hardware problems to Network Services
- Prepares monthly lab usage report
- Assists in creating online surveys
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- One year of college and one year of related experience or any combination of education and experience
- Must demonstrate excellent skills in American Sign Language and interpreting
- Must demonstrate practical experience with applications such as MS Word, Excel, PowerPoint, Access; using the web for searches
- Experience with digital technologies
- Must be well organized and demonstrate excellent interpersonal communication skills

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name