

JOB TITLE : VISUAL/HEARING IMPAIRED INTREPRETER

JOB FAMILY : AUXILIARY SERVICES

BAND : D

FLSA : NONEXEMPT

JOB CODE : 10848

MAIN FUNCTION:

Interpret and translate using American Sign Language or a computer-aided speech-to-print transcription system in various academic and nonacademic University settings.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Provide interpreter and/or transcription services on a semester-by-semester basis in classroom settings.

Provide edited transcripts of interpreted material in a timely manner if using computer-assisted speech-to-print transcription system.

Provide interpreter and/or transcription services during meetings with faculty, student organizations, other students, and non-classroom student-related University matters such as registration, housing, bursar, and interviews.

Provide interpreter and/or transcription services for guest lectures, hearing-impaired support groups, and campus job interviews.

Consult with faculty and advisors as required.

Maintain an accurate log of all interpreting; report to the coordinator for disabled services on a bi-weekly basis.

Provide interpreter services for special events.

JOB PROFILE :

MINIMUM EDUCATION/ EXPERIENCE : Bachelor's degree 2 to 4 years relevant experience or equivalent combination.

IMPACT: Error would affect the immediate work group or department.

CONTACTS INSIDE THE UNIVERSITY: Assist others, provide or obtain cooperation for task completion, handle confidential information.

CONTACTS OUTSIDE THE UNIVERSITY: Limited contact.

CONTACTS WITH STUDENTS: Provide advice or guidance on complex issues, procedures or instruction on complex equipment.

SUPERVISION GIVEN: No responsibility.

COMPLEXITY: Activities specifically focus on both an entire field and related areas.

LEVEL OF DECISION MAKING: Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits prescribed by established policies or the supervisor.

FREEDOM OF ACTION: With little guidance, accomplish work activities, rarely referring situations to the supervisor.

SUPPORT SKILLS - WRITING: No requirement for or limited responsibility, OR is position's area of work.

SUPPORT SKILLS - COMPUTERS: No requirement for or limited responsibility, OR is position's area of work.

WORKING CONDITIONS:

- Physical: Lift less than 10 lbs.
- Visual: High degree of concentration, requiring acute eye/hand coordination.
- Hazards: Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.