Job Title: Interpreter, Sign Language  
Job Code: 11006

**JOB SUMMARY**

The Sign Language Interpreter provides interpreting/transliterating for deaf and hard of hearing students.

**MAJOR DUTIES**

- Provides interpreting/transliterating in the classroom, for meetings, registration, testing, tutoring, counseling, etc., for deaf and hard of hearing students;
- Provides academic advising to deaf and hard of hearing students;
- Confers and plans with students, teachers and other interpreters in preparation for assignments;
- Assists in developing and presenting training programs and providing workshops for part-time interpreters, students, faculty and staff.

**COMPETENCIES**

- Decision making and problem solving skills
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to work independently with minimal supervision
- Ability to communicate in a concise and effective manner
- Ability to understand and follow instructions precisely
- Ability to interpret and translate college-level classes

**MINIMUM QUALIFICATIONS**

High school diploma or equivalent *and* Two (2) years related work experience

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.