JOB TITLE: VISUAL/HEARING IMPAIRED INTERPRETER

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:** Bachelor's degree or other formal training program of four years or equivalent.

**MINIMUM EXPERIENCE:** 2 but less than 4 years of experience or equivalent.

**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:** Limited exposure.