

**JOB TITLE : VISUAL/HEARING IMPAIRED INTREPETER**

**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.

