American Sign Language (ASL) Interpreter
Student Success Center:

Stephens College announces two part-time positions (5-15 hours weekly depending upon the semester) for certified and licensed ASL interpreters beginning June 1. The Student Success Center seeks professionals who can interpret class-related and general information for a student enrolled in graduate level counseling courses primarily during evening hours. Arrangements are made on a semester by a semester basis.

Two Positions for ASL Interpreters (5-15 hours weekly)

Qualifications

- Advanced or higher MICS certification or National (RID) Certification preferred.

Knowledge of

- standard methods of communication for the deaf and hard of hearing including ASL, fingerspelling, and facial, eye, and body language
- common educational processes and procedures on a college campus
- basic recordkeeping procedures
- counseling terminology and theory preferred

Skill in

- conveying the thought, intent, and spirit of a speaker to a student who is deaf/hard of hearing
- interpreting/transliterating expressively and receptively using manual and oral methods of communication for a student who is deaf/hard of hearing

Ability to

- utilize sufficient sign vocabulary to ensure proper interpretation of class material (lectures, discussions, announcements, conversations, meetings, events, emergency circumstances, and other spoken word situations)
- work effectively in teams with other interpreters
- establish and maintain an effective relationship with a student who is deaf/hard of hearing as well as with faculty and staff
- observe the progress of a student and adapt or modify methods of communication and/or discuss concerns with the ADA/504 Coordinator as needed
- maintain strict confidentiality
- keep records
- meet schedules

Typical Duties

- Interprets evening classes (and possibly clinical counseling sessions and/or other student activities) with a student who is deaf/hard of hearing
- Acts as a resource for faculty who may have questions regarding effective communication
- Continually assesses a student’s communication skills in speech, lip-reading, signs, and fingerspelling in order to utilize the most appropriate communication methods based on the student’s needs and preferences
- May perform a variety of duties related to the position such as disseminating information, processing correspondence and records, and maintaining files
- Performs related duties as assigned

*Reviews of applications will continue until the position is filled.*

**To Apply:** Please submit Stephens College on-line application, cover letter, resume, and the names/contact information for three references to humanresources@stephens.edu

The successful candidate must pass a college background check.

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