American Sign Language (ASL) Interpreter

The Student Success Center announces one part-time position (2-6 hours weekly depending upon the semester) for a certified and licensed ASL interpreter beginning August 17. The Center seeks a professional 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.

One Position for an ASL Interpreter (2-6 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.
- interpreting/transliterating expressively and receptively using manual and oral methods of communication for a student who is deaf.

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 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:

1. Interprets evening classes (and possibly clinical counseling sessions and/or other student activities) with a student who is deaf
2. Acts as a resource for faculty who may have questions regarding effective communication
3. 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
4. May perform a variety of duties related to the position such as disseminating information, processing correspondence and records, and maintaining files
5. Performs related duties as assigned

To apply: Complete the Stephens College application and then submit a cover letter, resume and names/contact information to humanresources@stephens.edu.

The successful candidate must pass a college background check.

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