Interpreter, Sign Language
Austin Community College

Job Title	Interpreter, Sign Language
Department	Administrative
Institution	Austin Community College
	Austin, Texas
Date Posted	Oct. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5685731
Apply By Email	
Job Description	

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account.

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Interpreter, Sign Language

Job Description Summary:
To provide sign language interpretation services for students, faculty, and staff that are deaf or hard of hearing.

Job Description:

Description of Duties and Tasks

1) Provides interpreting services for students, faculty, and staff that are deaf or hard of hearing.
2) Prepares for assignments by reading textbooks; conferring with students, instructors, and/or other interpreters.
3) Assists with general office support, including planning and scheduling interpreting coverage as required, and maintenance of training materials.
4) Provides training and mentoring to staff and hourly interpreters, and student interns.

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Knowledge

* American Sign Language, interpreting, and deaf culture.
* Interpreting and transliterating services provided in educational environments.
* Interpreter Services policies and procedures.
* Stays current with trends and technology in the fields of interpreting and deaf education.

Skills

* Maintaining an established work schedule.
* Effectively using interpersonal and communications skills including tact and diplomacy.
* Effectively using organizational and planning skills with attention to detail and follow-through.
* Providing interpreting/transliterating services in classrooms, meetings, student registration, and testing, tutoring, and counseling environments.
* Effectively working with a diverse and multicultural student body.
* Maintaining confidentiality of work-related information and materials.
* Establishing and maintaining effective working relationships.

Technology Skills

* Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets.

Required Work Experience

* One year related work experience.

Preferred Work Experience

* Two or more years work experience in a post-secondary setting.

Required Education

* Texas BEI Basic Certification or higher with at least 30 hours of college credit.

Preferred Education

* Associate degree or higher.

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Special Requirements

* Must pass the Austin Community College Interpreting Skills Assessment.
* Must have State of Texas BEI Basic or higher certification and/or Registry of Interpreters for the Deaf NIC certification or higher.

Physical Requirements

* Work is performed in a standard office or similar environment.
* Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
* Occasional lifting of objects up to 10 pounds.

Safety

* Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

$50,414 - $63,017

Please Note: ACC job postings are removed from advertising at 12:00 A.M on the job posting closing date (midnight on the day before the closing date). Please apply prior to the job closing date and time.

Number of Openings:
1

Job Posting Close Date:
October 14, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Interpreter--Sign-Language_R-6387

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Contact Information

Contact

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