

**Interpreter (ASL)
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=255427>

Downloaded On: Apr. 18, 2025 11:04pm

Posted Apr. 7, 2025, set to expire Jun. 30, 2025

Job Title Interpreter (ASL)
Department Vice President, Human Resources Office
Institution Mt. San Antonio College
Walnut, California

Date Posted Apr. 7, 2025

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/6125686>

Apply By Email

Job Description

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Interpreter (ASL)

Position Number: T-010-2024

Department: Vice President, Human Resources Office

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): 20 hours/week

Salary Range:

Salary:

Shift Differential:

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Open Date: 07/01/2024

Initial Screening Date:

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PST) on the listed Close Date are assured consideration. Applicants must submit all of the following materials online:

1. Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.

Health & Welfare:

Persons employed for temporary employment are not eligible to participate in the College's Health and Welfare plan or option fringe benefit plan in conjunction with their employment. Human Resources will track the eligibility requirements under the Affordable Care Act (ACA). Should a person meet the eligibility requirements, Human Resources will initiate an open enrollment period to enroll an ACA designated medical plan.

Basic Function/Overview:

Essential Duties/Major Responsibilities:

Under general supervision, the Interpreter performs more complex assignments requiring a combination of higher levels of training, skills, certification, and experience. The Interpreter provides American Sign Language and/or oral interpreting services to employees who are deaf, hard of hearing, and/or have other communication needs. Assignments for the Interpreter often involve high levels of interactive discussions requiring the interpreter to rapidly switch between spoken English and American Sign Language and vice versa. These assignments may include, but are not limited to, the following:

- Meetings, conferences, seminars, training, theatrical, and/or other platform settings where multiple consumers, including faculty, staff, and students are served simultaneously and which

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may require sign-to-voice and voice-to-sign translations.

- In order to provide Deaf or Hard-of-Hearing employee the same access provided for hearing employees (taking into consideration language and cultural differences), the skilled Interpreter adapts terminology, language, instruction, concept, theory, and emotion to convey all aspects of the discussions, lectures, teaching material, and experiences. Meetings or seminars facilitated with specialized vocabulary, ideas, or concepts can be relayed successfully to the employee only if the interpreter has knowledge of the complex subject matter to a degree that provides for fluent, accurate, and specific translation in the language mode that the Deaf or Hard-of-Hearing consumer can readily understand. Ability to interpret and use a variety of registers consistent with diverse signers.
- Preplan and prepare for logistics by knowing concepts and vocabulary, reading materials, presentations, and/or meeting with signers for dialog before an assignment.
- Knowledge of, and ability to demonstrate the skills, values, and commitment to cultural competencies and environmental awareness at the College.
- Knowledge of, and ability to demonstrate application of the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct (CPC).
- Knowledge of, and ability to demonstrate application of Code of Ethics and maintain confidentiality.
- Knowledge of and ability to adapt different styles of signing.

Other Duties:

Knowledge Of:

Skills and Abilities:

Minimum Qualifications/Education & Experience:

Possession of Interpreter certificate/certification (CI or CT, NAD {levels 4-5}, CDI, NIC {Certified, Advanced, or Master}, Texas BEI, or EIPA)

Equivalencies:

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Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Physical Demands:

Hazards:

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio College's campus to perform all essential duties and responsibilities.

Notice to all prospective employees - The person holding this position is considered a mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee' under Title IX of the Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

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Special Notes:

Foreign Transcripts:

Inquiries/Contact:

For more details about this position, please contact:

Name: Human Resources

E-mail: employment@mtsac.edu

Phone: (909) 274-4225

Selection Procedure:

Special Instructions to Applicants:

EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio College's Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/12801>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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