

**Scheduler, Interpreter Services
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=262427>

Downloaded On: Sep. 12, 2025 3:35pm

Posted Sep. 12, 2025, set to expire Nov. 29, 2025

Job Title Scheduler, Interpreter Services
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Sep. 12, 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/6563416>

Apply By Email

Job Description

Image not found or type unknown



Scheduler, Interpreter Services

Austin Community College

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.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

Scheduler, Interpreter Services Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262427>

Downloaded On: Sep. 12, 2025 3:35pm

Posted Sep. 12, 2025, set to expire Nov. 29, 2025

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:

Scheduler, Interpreter Services

Job Description Summary:

To schedule sign language interpretation and Communication Access Real-time Transcription (CART) services for students, faculty, staff, and guests of the college who are deaf or hard of hearing.

Job Description:

Description of Duties and Tasks

- 1) Schedules on-going needs for sign language interpreters for students, faculty, and staff. This includes consulting with supervisor to determine the highest priority and best use of staff and hourly employees.
- 2) Coordinates with CART vendor(s) to provide onsite and remote services.
- 3) Addresses ad hoc requests from students, staff, faculty, and the community for services and

Scheduler, Interpreter Services Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262427>

Downloaded On: Sep. 12, 2025 3:35pm

Posted Sep. 12, 2025, set to expire Nov. 29, 2025

schedules those services for programs and events.

- 4) Schedules last minute and substitution requests for interpreting and CART services.
- 5) Monitors rotation of assignments among interpreters.
- 6) Maintains scheduling and informational databases including information regarding special requests of users for interpreting or CART services.
- 7) Arranges interpreter services for special media needs as requested.
- 8) Be a resource to Austin Community College students, faculty, and staff for questions and assistance regarding CART and interpreting services.
- 9) May need to work evenings and/or weekends.

Knowledge

- * Customer service techniques.
- * Scheduling people and/or services.
- * Principles and practices associated with Servant-Leadership.

Skills

- * Critical thinking skills to resolve problems and arrive at workable solutions for a variety of situations.
- * Effective team building skills and a strong customer-orientation when working with diverse populations of students, faculty, staff, administrations, and the community.
- * Effective planning, organizing, communication, problem-solving, and interpersonal skills including use of tact and discretion and the ability to meet deadlines.
- * Reliability to maintain an established and flexible work schedule.
- * Ability to maintain confidentiality of student information and work-related information.
- * Ability to work in a fast-paced, deadline-driven office environment.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- * One year related work experience.

Required Education

- * High School Diploma or GED
- * Knowledge of American Sign Language, interpreting, and/or Deaf culture.

Preferred Education

Scheduler, Interpreter Services
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262427>

Downloaded On: Sep. 12, 2025 3:35pm

Posted Sep. 12, 2025, set to expire Nov. 29, 2025

* Associate Degree

Other Preferred Qualifications

- * Understanding of interpreting and transliterating services provided in educational environment including but not limited to classrooms, meetings, student registration, testing, tutoring, and counseling sessions.
- * Experience in working with assignments of Interpreter Services specifically in an academic environment.
- * Experience in working with multiple databases including a manual Excel process.
- * Experience in scheduling a large volume of people in multiple locations.
- * A minimum certification: Texas Board of Evaluation of Interpreters (BEI) III, BEI Intermediary, or Registry of Interpreters for the Deaf National Interpreter Certification (RID NIC or CDI).

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

\$23,920 - \$25,094

- * This is a virtual position.

Number of Openings:

1

Job Posting Close Date:

September 26, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under

Scheduler, Interpreter Services Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262427>

Downloaded On: Sep. 12, 2025 3:35pm

Posted Sep. 12, 2025, set to expire Nov. 29, 2025

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/Riverside-Campus/Scheduler--Interpreter-Services_R-8335

Contact Information

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

Contact

Staff

Austin Community College

,