



A. Position Data

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
 Working Title: Hourly Interpreter Work Direction Given By: Director Accessibility Resource Center (Lead)
 Department: Accessibility Resource Center Reports To Title: Director Accessibility Resource Center (Appropriate Administrator)
 Division: Student Affairs College (if applicable): _____
 Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
 Is this a new position? No

Classification Title: Hourly Interpreter Job Code: 7193
 Position Number: _____ Level/Range/Grade: 0
 FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
 Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: R09-Technical CSUEU

B. POSITION PURPOSE

Under general supervision, the Hourly Interpreter provides ASL interpreting services to facilitate communication most often in a classroom or related instructional settings and activities for persons who are deaf or hard-of-hearing. Assignments may involve technical or specialized subject matter and vocabulary. Individual assignments may vary based on the specific skills of the interpreter and the needs of the students or other consumers. More difficult tasks may involve interpreting technical or specialized subject matter and vocabulary, which require using specialized signs, accommodating consumer request for varied language preferences, and interpreting fast spoken material. Specific complexity and skill factors include type of interpreting or communication system needed, difficulty or unique nature of the subject matter and vocabulary, speed of interpreting required, and number of deaf or hard-of-hearing consumers served simultaneously.

SPECIAL REQUIREMENTS OF POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive.

The person holding this position is considered a "Limited Mandated Reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 (revised July 21, 2017) as a condition of employment.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position include Work Lead Responsibilities? No

List Functional Category with Responsibilities:	% of Time	Priority Weight
INTERPRETING SERVICES: * Interpret or transliterate using the student's preferred mode of communication, i.e. American Sign Language (ASL), Conceptually Accurate Signed English (CASE), or oral interpreting. Minimum	100%	

List Functional Category with Responsibilities:

% of
Time Priority
Weight

accuracy rate of 80% performing both expressive (voice to sign), and receptive (sign to voice) interpretation or transliteration. Settings include lectures, laboratories, field trips, platform, and one-to-one or group discussions.

- * Assignments may involve technical or specialized subject matter and vocabulary. Will work with supervisor to standardize sign vocabulary used in scientific/technical areas.
- * Will also perform other related assignments or activities as assigned.
- * While interpreters primarily serve students, they also may provide interpreting services for others in the campus community, including faculty, staff, and university guest. This may include interpreting for university functions, workshops, lectures and performances.
- * Assists with various projects as needed.

Total should equal 100% Time and 100 Weight

Total

100%

0

D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multicultural environment.

Additional Guidelines and Expectations

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Incumbent must possess:

* Working knowledge of:

* The process of interpretation.

* The methods and techniques used in communication with Deaf and Hard-of-Hearing consumers.

* The Registry of Interpreters for the Deaf (RID) code of professional conduct.

* The vocabulary used in the courses to which the interpreter is assigned.

* Fluency in ASL and/or English sign system as required by the student(s) or assignment.

* Demonstrated knowledge of Deaf Culture.

SKILLS:

Incumbent must possess:

* Well-developed planning and organizational skills.

* Well-developed interpersonal skills.

- * Demonstrates sound judgment, initiative and discretion.
- * Demonstrates collaboration skills
- * Demonstrates competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.

ABILITIES:

Must have the ability to:

- * Interpret in a college classroom with a minimum of 80% accuracy, and be able to sign up to 50 minutes without a break.
- * Hear spoken English and use ASL, Signed English, and/or another manual sign system to effectively generate language.
- * Interpret and transliterate between both ASL and sign systems and spoken English at a speed required by the assignment, which may involve a variety of settings such as a classroom, conference, and/or one-on-one meeting.
- * Be accurate, thorough, and comprehensive in providing services.
- * Adjust to a broad range of consumer needs and preferences.
- * Adapt interpreting and transliterating skills to an academic setting.
- * Work comfortably with a wide spectrum of interpreting services which requires a high degree of linguistic, cognitive and technical skill.
- * Convey accurately the register, tone, intent, and content of the consumer's message.
- * Relay general information accurately to the campus community about deaf services, sign language, deaf culture, and technologies used to enhance communication with hearing impaired people.
- * Work with minimal supervision, have the incentive to help develop and upgrade services to hearing impaired students, have the motivation to seek out resources to continually upgrade interpreting skills.
- * Learn unique subject matter, theories and terminology.
- * Work with students from all backgrounds representing various attitudes and value systems.
- * Maintain composure when exposed to unique situations.
- * Represent self in a professional manner.
- * Handle confidential and sensitive issues with a civil and respectful approach.
- * Work flexible hours, not necessarily regular business hours.
- * Perform assigned duties.

2. Education and/or Experience

EDUCATION / EXPERIENCE:

Any combination of formal training and relevant documented interpreting experience that demonstrates assurance of the skills appropriate for the level of the assignment(s) is required. Typically, sufficient interpreting training or experience require graduation from an interpreter training program and/or relevant documented interpreting experience. In addition, a wide acquaintance with academic higher education through attendance at a postsecondary educational institution may be essential to fully comprehend and accurately interpret the concepts, language, and vocabulary used in the assigned instructional, academic, and or administrative situations.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. Ability to use hands and arms to sign fluently and able to sit for up to 50 minutes at a time without a break. Must be able to travel across campus to other offices and buildings on and off campus for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Work will typically be performed in an instructional academic setting such as a classroom, laboratory, or study session. Incumbent may be asked to work flexible hours, not necessarily regular business hours. This position involves frequent to constant interaction with students, parents, guests, faculty and staff. May occasionally work outside and locations may include even and uneven walking surfaces, exposure to weather changes such as temperatures, humidity or precipitation. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only
Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____