

**CALIFORNIA STATE UNIVERSITY FRESNO**  
**Position Description Form**

Employee Name:  
Classification: Hourly I/R/C  
Prepared By (MPP/Chair): Jennie Johnson  
Bargaining Unit: FLSA Status: N/E

Fresno State ID #:  
Working Title: Hourly Interpreter  
Department: SSD  
Date Prepared: 4.2024

**POSITION DESCRIPTION**

**Overview:**

Fresno State Sign Language Interpreters provide interpreting services for faculty, students and/or guests who are Deaf and hard of hearing in university educational settings such as: classrooms, labs, course related project group activities, meetings with faculty, field trips, department related events and campus related activities, such as meetings of student clubs and organizations, university lectures and performances. Interpreters may also be asked to interpret at campus committee meetings and university events, such as commencement ceremonies and conferences.

**Position Summary:**

Under general supervision, an interpreter provides interpreting services to facilitate communication of standard complexity, most often in a classroom or related instructional settings and activities. 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 students or other consumers. More difficult tasks may involve interpreting technical or specialized subject matter and vocabulary, which require using specialized signs, accommodating consumer requests for varied language preferences, and interpreting fast spoken material.

**Supervisor and supervisory responsibilities:**

- Who Supervises this Position: Director, Services for Students with Disabilities
- Who is Responsible for completing the Performance Appraisal: Director, Services for Students with Disabilities
- What other classifications does this position supervise: n/a

**Knowledge, Skills and Abilities:**

Knowledge of the:

- Process of interpretation, ASL and/or an English sign system as required by the students / faculty for the assignment
- Methods and techniques used in communicating with Deaf and hard-of-hearing consumers
- Registry of Interpreters for the Deaf (RID) Code of Professional conduct, vocabulary used in the courses to which the Interpreter is assigned, and a demonstrated knowledge of Deaf Culture

Ability to:

- Hear spoken English and use ASL, Signed English, and/or other sign system, in order to interpret effectively
- Produce an English interpretation at a speed required by the assignment, e.g., classroom, conference, and/or one-on-one meeting work with students from diverse backgrounds

### **Preferred skills**

To perform this job successfully, an individual should have excellent interpersonal skills; strong written and oral communication skills; knowledge and experience working with higher education institutions; understand how to prioritize and make decisions accordingly; demonstrated ability to be a highly energetic, self-directed, self-starting, creative individual; ability to handle multiple programs and projects simultaneously, work effectively in a highly fast-paced and labor intensive environment; establish and maintain effective working relationships with community partners, staff, funding representatives and participants of diverse ethnic; cultural, and socioeconomic backgrounds.

### **Organizational Description**

Fresno State is committed to access for all individuals. Our campus promotes quality interpreting services for the campus community. When accepting interpreting assignments with Fresno State, interpreters are act in accordance with the Code of Professional Conduct of the Registry of Interpreters for the Deaf.

### **Education and Experience:**

- Graduation from an interpreter training program and/or relevant documented interpreting experience
- Broad acquaintance with academic higher education through attendance at a postsecondary educational institution

For a guide to writing a position description, see <http://www.csufresno.edu/humres/Classification/Compensation/Guides.to.Writing.Job.and.Position.Descriptions.htm> This Position Description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. Notification of changes will be provided to the employee consistent with the applicable bargaining agreement.

**Position Description – Working Environment**

Check the appropriate box for each of the following items, which most accurately describes the extent of the specific activity, performed by this employee on a daily basis.

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**PHYSICAL EFFORT**

	Number of hours/day				
	C	1-2	3-4	5-6	7+
1. Sitting			X		
2. Standing			X		
3. Walking		X			
4. Bending Over	X				
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead		X			
8. Crouching	X				
9. Kneeling	X				
10. Balancing	X				
11. Pushing or pulling	X				

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying		X			
A. 10 lbs or less	X				
B. 11 to 25 lbs	X				
C. 26 to 50 lbs	X				
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
13. Repetitive use of hands/arms					X
14. Repetitive use of legs	X				
15. Eye/hand coordination					X

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Yes	No
	X
X	
	X

**MENTAL EFFORT FACTORS**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others	X				
2. Writing	X				
3. Using math/calculations	X				
4. Talking		X			
5. Working at various tempos					X
6. Concentrating amid distractions					X
7. Remembering names					X
8. Remembering details					X
9. Making decisions				X	
10. Working rapidly				X	
11. Examining/observing details				X	
12. Discriminating colors	X				

**ENVIRONMENTAL**

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside			X		
2. Outside	X				
3. Humid	X				
4. Hazards	X				
5. High places	X				
6. Hot	X				
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Change of temp	X				
11. Dirty	X				
12. Dusty	X				
13. Odors	X				
14. Noisy		X			
15. Working w/others				X	
16. Working around others				X	
17. Working alone		X			