



POSITION ANNOUNCEMENT

Job Title: Coordinator for Sign Language Studies
Department: Sign Language Studies
Reports To: Program Chair
Shift/Hours: 40 hours per week
Date Prepared: May 4, 2021

SUMMARY

This position provides overall administrative support and practicum coordination to the Chair and faculty of the department. Serves as first contact to handle and resolve student and community inquiries and complaints. Communicates via American Sign Language (ASL) to deaf faculty and staff as needed. Works closely with the Coordinator for the College of Arts and Sciences and assists with administrative tasks as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answers telephone/videophone, takes and forwards messages; proctors exams on occasion; assists faculty and students in submission or collection of assignments. Organizes sorts and routes incoming mail; prepares occasional mass mailings, orders and receives supplies, and schedules rooms.
2. Retrieves student information for course and student lists and creating, updating, and managing all departmental documents and databases. Accesses Students Records for faculty upon request.
3. Assists with course building on Blackboard online system. Maintains and updates course documents, department files, procedural manual, type's correspondence and paperwork for faculty as needed.
4. Notifies students and appropriate offices of class cancellations or faculty absences.
5. Assists the chair with budgets to include creation and tracking. Accesses budget reports as required; maintain file of requisitions.
6. Prepares semester course schedules and book requests for the department in a timely manner; orders desk copies for faculty upon request.
7. Coordinates placement sites and mentors for student observation and practicum, assesses sites and activities for suitability for observation and practicum, and reviews practicum site activity, and recommend areas for process improvement.
8. Develops and secures practicum site agreements, Identifies and recruits qualified interpreters to act as practicum mentors, for interpreters working as practicum mentors, and yearly cohorts of practicum students.
9. Assists with special projects, such as developing SWOT analysis using various tools, coordinating new hire processes to include serving as a point person for search committees, supporting faculty and department-wide projects, data collection and maintenance for accreditation purposes.
10. Coordinates and attends events for the department and workshops for the interpreting and Deaf communities. Provides community resources for agencies and organizations on sign language and related information.
11. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required .

EDUCATION AND EXPERIENCE: Associates degree required, Bachelor's degree preferred. One (1) to two (2) years' experience working in a professional environment. Must possess sufficient ASL fluency to communicate with professors on a range of topics using American Sign Language on a daily basis. Knowledge of sign language interpreting regulations, interpreter service providers, and the Deaf community in Michigan is required. Working knowledge of Microsoft Office required.

TO APPLY: Please complete the application on our website at madonna.edu. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.