



POSITION ANNOUNCEMENT

Job Title:	Interpreter
Department:	Sign Language Studies
Reports to:	Chair
Shift/Hours:	20 hours per week/10 months per year
Date Prepared:	January 21, 2021

SUMMARY:

This position serves as primary interpreter for faculty and staff of the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Interprets for meetings and events particularly those calendar and inter-departmental meetings.
2. Works closely with the Chair to maintain a schedule of events, classes, and meetings where interpretation is required or requested.
3. Coordinates interpreting services in an effort to provide interpreting services for events, classes, and meetings as needed. Identifies the appropriate interpreter credentials, reaching out to suitable interpreters, securing their services, providing them with any necessary materials, and liaising with faculty and staff.
4. Maintains a relationship within the interpreting community.
5. Substitutes as a classroom interpreter as needed.
6. 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: Bachelors, or above in interpreting, sign language studies, linguistics, or relevant field, and must hold one of the following national or state certifications BEI II, BEI III, RID CI/CT, NAD IV, NAD V, NIC, CSC, MCSC certification plus 4 years or more of interpreting. Must maintain an interpreting license from the State of Michigan (LARA). Fluency in spoken English and American Sign Language across a variety of subject areas and linguistic registers, including academic language required. Maintains knowledge of Michigan laws and regulations relating to interpreting. Must be familiar with a computer and have working knowledge of Microsoft Office. Occasional evening and weekend work may be required. Flexible schedule desired.

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.