

# Professional Confidential Interpreter/Coordinator

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## Posting Details

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### Position Description

#### Ideal Candidate Statement

The ideal candidate for this position will have:

- Fluent in American Sign Language and voicing English at high academic level
- Knowledge of Deaf and its effect on language development in deaf and hard of hearing individuals
- Principles and practice of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of years of experience working in a postsecondary academic setting
- Excellent attention to detail and record keeping skills
- Knowledge of Ohlone procedures and student population
- Experience proctoring and handling confidential materials
- Strong problem solving and customer service skills
- Ability to work independently
- Ohlone prides itself as a Learning College with the motto of "A World of Cultures United in Learning" and we are looking for staff who embrace diversity in serving
  - students of varied backgrounds and learning styles, highly ethical, trustworthy, credible, loyal and is respectful of diverse views and opinions
  - The college has a firm commitment to environmental sustainability and looks to all employees to support this important goal
  - Operation of a computer system and assigned software including Outlook Calendar

#### Job Description Summary

Under the direction of the Dean of Deaf Studies Division, primarily facilitates the integration of Deaf administrator, the Dean of Deaf Studies Division by interpreting spoken or signed communication, i.e., employ voice to sign and sign to voice interpretation to assist the Deaf administrator in participating fully in academic and administration related functions.

This position coordinates interpreting needs for the Dean of Deaf Studies Division, faculty, staff, board members who serve Ohlone's Board of Trustees and Ohlone Foundation interpreting requests. This position schedules professional experts pool within Deaf Studies Division, communicates and works with Director of Interpreting and Accommodation Services with interpreter scheduling for College-wide and Deaf Studies Division events when appropriate. Works with interpreting agencies when needed and oversees the interpreter budget lines.

#### Knowledge Skills and Abilities

1. Knowledge of:
  - a. the Deaf community and the academic higher education system;
  - b. special communication needs deaf/hard of hearing persons;
  - c. the National Registry of Interpreters for the Deaf's Code of Professional Conduct;
  - d. platform interpreting techniques experiences and skills;
  - e. special vocabulary and techniques used in interpreting professional subject matter.

2. Specialized Skills and Abilities to:
  - a. Demonstrate the ability and specialized skills to:
    - i. interpret, transliterate, and adapt skills to communicate unique terminology and languages;
    - ii. adapt interpreting and transliterating skills to an academic setting;
    - iii. interpret difficult and complex words, concepts, thoughts, and feelings; be accurate, thorough, and comprehensive in providing services;
    - iv. serve a group as well as an individual;
    - v. sustain service for an extended number of hours; answer routine questions and explain policies and procedures to students, the public, and other campus employees;
    - vi. establish and maintain a cooperative working relationship with students, faculty, and others; and use computers and mobile devices.
    - vii. Exceptional voicing skills required for interaction with management and the public.
    - viii. Possess a thorough knowledge of American Sign Language and a good command of English, and basic information in a variety of subjects.
    - ix. Understand the office methods, procedures, and practices.
    - x. Use computer and mobile phone; and work with variety of software including Outlook Email and Calendar for scheduling.

## Essential Duties

### ESSENTIAL DUTIES:

1. Provide primary interpreting services for the Dean for Deaf Studies, including confidential meetings with the Vice President of Academic Affairs/Deputy Superintendent, Associate Vice President of Human Resources, which may include confidential personnel matters pertaining to college bargaining unit members, as well as matters related, in general, to collective bargaining contract negotiations and implementation.
2. Provide and coordinate sign to voice and voice to sign interpreting services for faculty and staff in a variety of settings: college, division and departmental meetings, campus workshops and events, committee meetings, student advisement appointments, and telephone calls for academically related needs when the situation is urgent and does not conflict with the schedule required by the Dean of Deaf Studies Division.
3. Cover the classes when interpreters in the division pool are unavailable. Depending on the needs of the Division Dean, may interpret for classes during the first week of semester.
4. Assist in compiling ASL lexicon and standardized signs for interpreter use.
5. Perform other duties as required or assigned by the Dean, re: assisting in research related to the language and culture of Deaf people and any other duties that may not be related to interpreting and scheduling as needed to serve Ohlone College and Deaf Studies Division as needed.
6. Oversees and reviews the pool interpreters hours on WTE.
7. Recruit interpreters and maintain a current list of a pool of interpreters and their availability.
8. Review certification, training, and background of prospective pool interpreters.
9. Develop PAFs for the interpreting pool.
10. Maintain a daily schedule of interpreting requests for the Dean, faculty, and staff of the Deaf Studies Division on Outlook Calendar or other software that is appropriate within the division.

11. Keep accurate records of interpreter services requested and provided.
12. Keep track of invoices and blanket purchase orders to pay the invoices from interpreting agencies that are used when needed.
13. Keep track of the Deaf Studies interpreting budget line.
14. Work schedule coincides with the Dean's work schedule. Must be flexible with work schedule, which may include evenings and weekends. Vacations will coincide with the Dean's vacation schedule and/or may not be scheduled during the academic year.
15. Travel to the conferences/workshops/trainings with the Dean when needed and reimbursement is available through other parties hosting the conference/workshop/training.
16. Communicate and coordinate with hosting parties for the scheduling of interpreters and billing for services when Ohlone's interpreter(s) need to travel to the conferences/workshops/trainings.
17. Work with one or two current interpreters in the division's pool who will serve as back-up with the interpreter scheduling coordination.
18. Develop and track statistical data to increase efficiency with hiring professional experts.

**OTHER DUTIES:**

Perform related duties as assigned.

**Education and Experience****EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a Bachelor's degree and 60 units graduation from a certified Interpreter Training Program and have completed a course on Code of Professional Conduct.

**LICENSES AND OTHER REQUIREMENTS:**

1. Must possess the equivalent of minimum 4 or 5 years of paid interpreting experience in academia at advance levels (e.g. graduate school or professional career school).
2. Have experience working as a designated interpreter.
3. Have some experience in interpreting scheduling on computer.
4. Must be certified with:
  - a. National Registry of interpreters for the Deaf (RID), preferably CSC, CI and NIC, National Association for the Deaf (NAD) Level V certification.

**Preferred Qualifications****Physical Characteristics****WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Standing for extended periods of time.

**HAZARDS:**

Exposure to dissatisfied or abusive individuals.

**Salary Range** \$79,462 - \$101,417

**Posting Detail Information**

**Posting Number**

**Number of Vacancies** 1

**Desired Start Date**

**Position End Date (if temporary)**

**Open Date** 03/03/2017

**Close Date** 05/18/2017

**Open Until Filled** No

**Foreign Transcripts**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

**Benefits Statement**

Ohlone offers a competitive benefits package. Employee pays for health benefits from salary. Below is a list of some of our offerings:

1. Medical, dental, vision, life insurance, EAP and LTD
2. Membership in Public Employees' Retirement System Candidates hired on or after January 1, 2013 are subject to restrictions imposed by PEPRA)
3. Contribution to O.A.S.D.I. (Social Security)
4. Paid vacation
5. Paid sick leave
6. Paid holidays and district-paid floating personal days
7. Longevity pay step increase based on your years of service
8. IRS Section 125 Flexible Medical Spending Plan
9. 457(b) Deferred Compensation Plan (employee contributes)
10. 403(b) Tax Shelter Annuity Plan (employee contributes)

\*Benefits will be prorated for positions less than 100%

**Immigration Reform & Control Act of 1986** Applicants selected for positions will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986."

**District Statement**

A multi-campus single community college district, Ohlone College is located in the southern portion of the San Francisco Bay in California; serving 12,000 students per year. The District has a main campus in the City of Fremont and a newly constructed campus in the City of Newark. Ohlone College is an ethnically diverse institution that promotes innovation and continuous improvement in departments and divisions. The College is named for the native population living in the area when Mission San Jose was founded. The Fremont campus is located just south of the historical Mission. The Newark Campus is located near Interstate 880 and emphasizes programs in health, environment, and technology.

**EEO Statement Summary**

The District is strongly committed to the principles of equal opportunity and to hiring qualified staff who reflect the diversity of our community. The

District encourages a diverse pool of applicants and does not discriminate on the basis of sex, race, religious creed, color, national origin, ancestry, age (40 or over), medical condition, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, disability, military and veteran status, pregnancy/childbirth/breastfeeding or related medical condition or any other protected basis in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants.

If you have a disability and are in need of special services, equipment, or facilities in order to apply or interview for this opening, please call the Human Resources office at: (510) 659-6088.

### Conditions of Employment

Offers of employment are contingent upon Governing Board approval. Employment with Ohlone Community College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit official transcripts and proof of freedom from tuberculosis. In addition you will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986." Pre-employment tests and/or medical examinations may be required. Ohlone Community College does not sponsor H1B visas. Employees must sign the Oath or Affirmation of Allegiance and submit fingerprints for CA Department of Justice clearance.

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* What does it mean to have a commitment to diversity, and how would you apply this commitment as you conduct your executive assistant responsibilities?

(Open Ended Question)

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## Applicant Documents

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### Required Documents

1. Resume/Curriculum Vitae (PDF Document Only)
2. Cover Letter (PDF Document Only)
3. College Transcripts
4. List of 3 References

### Optional Documents

1. Licenses/Certificates/Credentials
2. Bachelor's Degree Transcript - official or unofficial
3. Additional Transcript(s) - official or unofficial