Job Title: Interpreter for Deaf/Hard of Hearing

BCAT Code: 09JX13  Effective Date: April 1, 2007
Pay Grade: G13  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides interpretive services for deaf or hard of hearing students in a variety of settings at Georgia State University (GSU).

Examples of Duties
- Provides American Sign Language (ASL), oral, or Pidgeon English interpretation for students who are deaf or hard at hearing.
- Coordinates the assignment or hiring of outside interpreters when needed.
- Prepares self for interpretive assignments.
- Attempts to understand the semantics of the communication of the deaf or hard at hearing student prior to interpretation.
- Provides assistance in written communication for deaf or hard at hearing students.
- Informs and explains GSU policies to deaf or hard at hearing students.
- Ensures the success of deaf or hard at hearing students in all activities requiring interpretive services.
- Performs other interpretive-oriented duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of computer software and hardware, such as MS Word, Excel, PowerPoint, and Access.
- Knowledge of American Sign Language (ASL), oral, or Pidgeon English interpretation.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, teach deaf or hard at hearing students, use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of education and related experience. Registered Interpreter for the Deaf (RID) certification or state of Georgia certification required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.