Job Title: Interpreter for Deaf/Hard of Hearing, Senior

BCAT Code: 09JU07  Effective Date: February 1, 2007
Pay Grade: G15   FLSA Status: Exempt   Revision Date: July 1, 2013

General Description
Performs multiple functions, such as coordinating the work schedule of contract interpreters, performing interpreting duties, responding to student concerns regarding their interpreting needs, tracking the budget, and acquiring the necessary contract services.

Examples of Duties
- Develops the semester schedules and fills other service requests.
- Advises staff interpreters, contract interpreters, and captionists on policies.
- Conducts the student and faculty evaluations of staff interpreters, contract interpreters, and captionists.
- Provides constructive feedback to the staff, contract interpreters and captionists.
- Schedules interpreting assignments as needed.
- Conducts the training of interpreters and captionists as needed.
- Develops and revises policies related to interpreter and captioning services.
- Publishes and distributes policies to all staff interpreters, contract interpreters, and captionists.
- Facilitates each semester meetings to review the policies with the staff, interpreters, contract interpreters, and captionists.

Knowledge, Skills and Abilities
- Knowledge of University rules, policies, and procedures.
- Knowledge of computer equipment and MS Excel and MS Word.
- Knowledge of business and financial management procedures.
- Effective communication, time management, and organizational skills.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience. State level III certification in American Sign Language (ASL) and transliterating 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.