



Sign Language Interpreter Part Time Whitfield-Murray County Campus and Catoosa County Campus

Job summary:

Georgia Northwestern Technical College is seeking qualified candidates for a Sign Language interpreter part time for the Whitfield Murray Campus and Catoosa County Campus. This position reports to the Director of Accessibility Services. This individual will confer and plan with students, instructors, and other interpreters in preparation for assignments. Individual assignments may vary based on the specific skills of the interpreter and the needs of students or other consumers. Assignments may involve technical or specialized subject matter and vocabulary. May be required to travel to other campuses to meet operational requirements.

Duties/Responsibilities:

- Provides interpreting/transliterating in the classroom, for meetings, registration, testing, tutoring, counseling, etc., for deaf and hard of hearing students;
- Confers and plans with students, teachers and other interpreters in preparation for assignments;
- Other duties as assigned.

Competencies:

- Decision making and problem solving skills
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to work independently with minimal supervision
- Ability to communicate in a concise and effective manner
- Ability to understand and follow instructions precisely
- Ability to interpret and translate basic skills

Required Qualifications:

High school diploma or equivalent *and* two (2) years related work experience.

Preferred Qualifications:

The successful candidate will possess the ability to interpret and translate college-level classes, communicate in a concise and effective manner, understand and follow instructors precisely and have effective communication and interpersonal skills. The successful candidate will also be RID certified, possess a signed Communication Proficiency Interview Letter, an Associate's degree, and have previous experience of ASL interpreting in a secondary or post-secondary school system. The successful candidate will also be able to demonstrate the ability to interact effectively with a diverse, multi-cultural student population, possesses excellent organizational

skills and will adhere to the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct policy.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$30.00-\$50.00 per hour

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. No phone calls or emails please.

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.