



Sign Language Interpreter Part Time WMC/CCC

Job summary:

Georgia Northwestern Technical College is seeking qualified candidates for Sign Language interpreter part time for Whitfield Murray Campus and Catoosa County Campus. Under general supervision, 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:

- Two years related work experience in Educational Environment
- Ability to interpret and translate college-level classes
- Ability to communicate in a concise and effective manner
- Ability to understand and follow instructors precisely
- Experience in Microsoft Office Applications
- Effective communication and interpersonal skills

Preferred Qualifications:

- RID certified
- Signed Communication Proficiency Interview Letter
- Associate's degree
- Previous experience of ASL interpreting in a secondary or post-secondary school system
- Ability to interact effectively with a diverse, multi-cultural student population

- Excellent communication and interpersonal skills
- Possesses excellent organizational skills
- Knowledge of Microsoft Office Applications
- Adherence to 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

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, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

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 applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.