

Job Template: Sign Language Interpreter

Occupational Group	Student Programs/Services
Job Family	Student Programs Coordination/Management
Job Path	Sign Language Interpretation
Job Title	Sign Language Interpreter
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: L52000

P4: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

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COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.

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- Generally have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

Job Template

GENERAL SUMMARY

Provides interpreting and transliterating services for deaf and hearing-impaired students, staff, and faculty at the University of Connecticut in a variety of setting. Assists in scheduling, identifying, and evaluating interpreters.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under limited supervision of a supervisor or manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Facilitates communication through the use of sign language and spoken English within social and academic settings.
- Assists in providing training to individuals who are deaf and hearing-impaired persons related to note-taking and closed caption services.
- Prepares for demanding course material by reading course materials, learning frequently used Sign Language Interpreter vocabulary, and developing new signs as necessary.
- Assists leadership in the development of policies, procedures, and plans for deaf and hearing-impaired students.
- Keeps abreast of new developments in the field through attendance at workshops, seminars, conferences, and training sessions.
- Assists the Associate Director with scheduling, identifying, and evaluating additional qualified interpreters as needed.
- Serves as an authoritative resource to students, parents, the public, and the University community regarding interpreting services and providing visual access to deaf and hearing-impaired students.
- Performs administrative duties such as supervision and maintenance of files and preparation of reports.

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- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Two to three years of related experience.

COMPETENCIES

Knowledge of

- Cultural issues related to constituency to be served
- American Sign Language
- Interpreting in a university setting
- Microsoft Office and related software applications

Skill in:

- Classroom management
- Planning and organization
- Understanding students and fostering student success
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Prepare reports and maintain files
- Interpret as part of team of interpreters
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Learn new skills and be flexible
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

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