Classification Specification for Unclassified Service

Title: Interpreter Coordinator

Pay Scale Group: 15
FLSA: Exempt

Essential Function
Under general supervision from a designated administrator, coordinate, direct and evaluate all aspects of the administration and operational components of the computer assisted real-time captioning (CART)/Interpreter program and provide interpreter services.

Characteristic Duties
- Coordinate and plan service delivery schedule for CART writers and interpreters (i.e., scheduling, processing time sheets, procurement of personal service contracts, etc.) for all UC campuses.
- Interpret classroom, administrative and social interactions for students and staff.
- Utilize technologies to transcribe speech to text in classroom or other setting.
- Work with faculty and college departments to gain understanding of relevant concepts to better facilitate translation for deaf/hard-of-hearing students.
- Act as liaison with appropriate parties, internal and/or external to the University, participate in project development and collaborations.
- Monitor and evaluate progress of program.
- Develop and implement policies and procedures.
- May develop and manage associated budget(s).
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications
- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in sign language interpretation at the post-secondary level. Must certified by the Registry of Interpreters for the Deaf (RID) or National Association for the Deaf (NAD).

New: September 2011
Last updated:  

An affirmative action/equal opportunity institution