

**Sul Ross State University**  
**Position Description**

**Official Title:** Sign Language Interpreter    **Salary Group:** 13    **Job Code:** 3612

**Summary**

Function: Interprets for deaf/hard of hearing students as the interface with SRSU faculty, staff, and administration in a variety of environments.

Scope: Responsibilities may vary from interpreting in classrooms or other settings, to enhancing awareness of deaf culture among faculty, staff and administration.

**Duties**

Essential: Perform sign language interpretation or transliteration including; lectures and other classroom instructions, meetings, orientation, registration, graduation, testing, tutoring, counseling and career services, and other special assignments as needed; provide high quality sign-to-voice and voice-to-sign interpreting services in all areas assigned; assist disability Services coordinator with maintaining records and files of hours logged by interpreters and assist at he account manager with budget allocations; provide additional support to students using technology or other communication medium as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties unique to Student Support Services as assigned.

**Supervision**

Received: Disability Services Coordinator.

Given: None

**Education**

Required: Associate's Degree; Sign Language Interpreting Certification - minimum Level II according to Texas Board of Evaluators of Interpreters (BEI)

Preferred: Bachelor's Degree or equivalent

**Experience**

Required: Work experience and demonstrated ability sufficient to interpret and transliterate college-level classes.

Preferred: One year of post-secondary education experience.

**Equipment/Skills**

Required: follow Code of Ethics as established by the Texas commission for the Deaf and hard of Hearing (TCDHH)

Preferred: Texas Certification Level III or higher

**Working Conditions**

Usual: work flexible hours and weekends as schedule dictates. Position is Security Sensitive. Exempt from overtime provisions.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: September, 2002