Interpreter (Pool)

Student Disability Resource Center
Job #20-09
Revised Close Date: Wednesday, September 30, 2020

(Job #20-09) Interpreter I/II, Interpreter (Pool), Interpreter I: $19.51-52.78/hour; Interpreter II: $27.33-59.39/hour. Appointments are typically made at the beginning of the salary range. This is a temporary, intermittent hourly, non-benefited, 12-month pay plan position in the Student Disability Resource Center (SDRC).

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Under general supervision of the Associate Dean of Students, and with lead direction provided by the SDRC Coordinator, the Interpreter facilitates communication between Deaf, Hard-of-Hearing, Deaf-Blind and hearing consumers. To facilitate communication, interpreters use American Sign Language (ASL,) Signed English, transliterating and/or another manual sign system, and also may provide oral and tactile interpreting services. Interpreters must be able to adjust to a broad range of consumer needs and preferences and work comfortably with a wide spectrum of interpreting services which requires a high degree of linguistic, cognitive and technical skill. Interpreters must be able to convey accurately the register, tone, intent and content of the consumer’s message.

Duties: Assignments vary in extent of knowledge and abilities in terms of difficulty, subject matter and vocabulary but typically include:

Facilitating communication with students, faculty, staff and university guests most often in the classroom or related instructional settings; providing interpreting services of American Sign Language or other sign system required by the student; a thorough knowledge of the interpreting process as well as comprehensive understanding of deaf culture; ability to interpret spoken English and to transliterate by providing vocal expression of a hearing-impaired speaker to hearing persons; maintaining a working knowledge of vocabulary, terminology and course content; the ability to hear spoken language and exercising good judgment and discretion when working with confidential information.
Minimum Qualifications: Education & Experience:

Interpreter I: Demonstrate a combination of formal training typically equivalent to graduation from an interpreter training program and/or relevant documented interpreting experience; a wide acquaintance with academic higher education; knowledge of the Code of Ethics prepared by the National Registry of Interpreters for the Deaf (RID).

Interpreter II: Equivalent to experience with academic higher education through attendance at or graduation from a four year college or university. Additionally, two years of relevant documented interpreting experience in a variety of settings. National Interpreter Certification (NIC) is required within this classification.

Knowledge, Skills, & Abilities:

Interpreter I: The Interpreter I must demonstrate a firm understanding of methods and techniques used in communicating with Deaf and Hard-of-Hearing consumers; facilitates communication between hearing and hearing-impaired persons using a manual sign system such as American Sign Language to translate spoken language into a form which can be understood by hearing impaired persons, or to reverse translate from the language system used by hearing impaired persons into oral spoken language which can be understood by hearing persons. Must communicate effectively with a diverse population.

Interpreter II: The Interpreter II performs assignments requiring higher levels of skilled interpreting and transliterating and certification of competence to support hearing-impaired students in advanced level classes or in complex technical or highly specialized classes requiring group participation and recitation by the student; thorough knowledge of American Sign Language and other sign systems; knowledge of special communication needs of hearing-impaired persons and deaf culture; strong knowledge of the National Registry of Interpreters for the Deaf Code of Ethics; knowledge of platform interpreting techniques; ability to learn unique subject matter, theories, and terminology; ability to be responsive to the student’s needs and instructional goals; ability to serve a group and to sustain service for an extended number of hours; ability to communicate effectively with a diverse population.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: https://forms.humboldt.edu/employment-history-form; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/76958

Application Deadline: The revised deadline to submit application materials is 11:59 p.m. on Wednesday, September 30, 2020.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.
HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Humboldt State University’s Flickr page.