



# CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ♦ [www.csustan.edu/HR](http://www.csustan.edu/HR)

## EMPLOYMENT OPPORTUNITY

### POSITION: INTERPRETERS AND REAL-TIME CAPTIONERS

JOB #11/04

(CLASSIFIED AS: HOURLY INTERPRETER/REAL TIME CAPTIONER/COMPUTER AIDED TRANSCRIBER)

Disability Resource Services at California State University, Stanislaus is continually building a pool of persons interested in temporary hourly-intermittent employment to work Fall and Spring semesters. Hours are flexible and typically range from 5 to 20 hours per week. Positions are available on or after July 1, 2011 and end on or before June 30, 2012. Possibility of reappointment based on budget, department needs, and job performance.

**ESSENTIAL DUTIES:** An Interpreter or Real-time Captioner 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. Duties include, but are not limited to:

- Sign, interpret, transliterate and/or real-time caption for hearing impaired students, with faculty and staff in the classroom and various settings.
- Provide interpreting services in tutoring sessions, meetings and appointments.
- Understand and use proper English, including vocabulary and grammar.
- Hear oral communications; ability to use American Sign Language and/or other sign systems. Interpret spoken English (spoken to visible) at a rate appropriate to the assignment.
- Interpret visible to spoken communication at a rate appropriate to the assignment.
- Transliterate by providing vocal expression of a hearing-impaired speaker to hearing persons.
- Follow policies and procedures established by the Disability Resource Services. Report and maintain an accurate record of hours of service provided.
- Maintain confidentiality standards as appropriate to the post-secondary educational setting.
- Perform other appropriate duties as assigned by supervisor.

### INTERPRETER

#### QUALIFICATIONS:

- One year of experience equivalent to paid interpreting work in an academic setting to include classroom and small group interpreting.
- Successful completion of approximately 30 units of college coursework to qualify at the II level.
- Current Registry of Interpreters of the Deaf Certification (Certificate of Interpretation, Transliterator Certificate, etc.) required to qualify at the II level.
- Ability to hear oral communications; ability to use American Sign Language and/or other sign systems.
- Ability to interpret spoken English (spoken to visible) at a rate appropriate to the assignment.
- Ability to interpret visible to spoken communication at a rate appropriate to the assignment.
- Ability to transliterate by providing vocal expression of a hearing-impaired speaker to hearing persons
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

#### ADDITIONAL SPECIALIZED SKILLS AND ABILITIES:

- Knowledge of the code of Ethics prepared by the National Registry of Interpreters of the Deaf.
- Possession of certification issued by the National Registry of Interpreters for the Deaf, or evaluation of the equivalent by a recognized evaluating agency.
- An associate arts degree with an emphasis on an interpreter program preferred.
- Experience providing effective interpreting services in a college or university setting. Equivalent of 1,200 hours of paid interpreting experience, preferred to qualify at level II.
- Some assignments may require knowledge of professional and technical signs.

### REALTIME CAPTIONER

#### QUALIFICATIONS:

- One year of experience equivalent to paid real-time captioning work in an academic setting to include classroom and small group interpreting.
- Successful completion of Real-time Captioning/Stenographer Certification or Certified Shorthand Reporter (CSR) required.
- Experience and training which uses a steno-machine/personal computer or laptop to take down your lecture verbatim, which demonstrates assurance of skills appropriate for the level of the assignment.
- Ability to understand and use proper English, including vocabulary and grammar.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

#### ADDITIONAL SPECIALIZED SKILLS AND ABILITIES:

- Experience providing effective captioning services in a college or university setting.
- Completion of Training Program.
- An associate arts degree and 1 ½ years experience or 750 hours as a captioner.
- Dictionary of at least 25,000 words and 180 words per minute preferred.
- Some assignments may require knowledge of professional and technical vocabulary.

**HOURLY RATE:** \$16.20 to \$75.00 per hour depending on classification level.

**POSITIONS ARE OPEN UNTIL FILLED. CONTINUOUS SCREENING OF APPLICATIONS.**

**APPLICATION PROCEDURE:** Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. Qualified candidates must submit a completed CSUS employment application (download electronic application at [www.csustan.edu/hr](http://www.csustan.edu/hr)) to:

California State University, Stanislaus · Human Resources Department  
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)  
One University Circle · Turlock, CA 95382 · Phone: (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

**THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.**

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: [www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html](http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html)

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