



Job Title: Interpreting Department Coordinator

Job Summary: Assist with related tasks associated with overall operation of Interpreter Services Program (ISP)

Job Relationships: Reports to Director of Interpreter Services Program (ISP)

Responsibilities:

- Receives requests for interpreters and schedules independent contractors for assignments
- Handle emergency evening and weekend requests for interpreters as needed
- Performs program administrative duties as required
- Provides interpreting services off-site and in-house as needed
- Performs emergency interpreting services on an as required basis
- Maintains and updates individual interpreter files
- Assists with Program's administrative functions, data collection and reporting activities
- Coordinates interns and practicum students
- Achieves program productivity standard
- Performs other duties as assigned by Director
- Covers reception desk as needed

Qualifications:

- Degree in Interpreting Training Program, Associates Degree or high school diploma with coursework and/or workshop in interpreting and Deafness preferred
- In-depth knowledge and adherence to the RID/NAD Code of Professional Conduct
- Office and/or administrative experience
- Superior interpersonal and communication skills required
- Current Act 33 and Act 34/151 clearances are required
- Fluency in American Sign Language and/or contact sign (PSE)

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Employee Signature

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Date