POSITION:  INTERPRETER FOR HEARING IMPAIRED

DESCRIPTION OF DUTIES: The interpreter transliterates spoken language using American Sign Language (ASL) or other manual sign system, facilitates communication between hearing impaired students and College personnel and classmates, serves as interpreter at school functions, and performs related clerical work as required. The interpreter is responsible for providing general clerical support.

REQUIRED QUALIFICATIONS: High school diploma or GED certificate required. Proof of certification of the completion of an American Sign Language interpreter training program required. Previous work experience as a sign language interpreter required. Experience in office procedures required. Knowledge of and proficiency with MS Office required.

PREFERRED QUALIFICATIONS: Work experience in an educational setting preferred. Certification by the Registry of Interpreters for the Deaf (RID) or equivalent preferred. Communication Access Realtime Translation (CART) experience preferred.

SALARY: Commensurate with experience and education to be compensated on the Alabama Department of Postsecondary Education Salary Schedule E3, Grade 4, Range $32,494 - $45,896.

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at www.sheltonstate.edu or by contacting the Human Resources Office at 205.391.2272 or nfranks@sheltonstate.edu. Application materials must be mailed or hand delivered to the Human Resources Office. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resources Office by the application deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. The College will not provide copies of application packets. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense.

The deadline for submitting all application materials is March 17, 2015 at 5:00 p.m. Incomplete or late application packets will eliminate the possibility of an interview.

A completed application packet consists of:

- A signed cover letter of application relevant to the position.
- A signed SSCC employment application. Application must be complete. Electronic signature will not be accepted.
- A current resume
- Copy of certification of American Sign Language training program
- Copy of high school diploma or GED Certificate or transcript
- A written synopsis containing 300 words on the topic “How I Can Help Ensure Student Success at Shelton State Community College”.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and a $17.40 fee will be deducted from the first payroll an employee receives for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Shelton State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Each institution will make reasonable accommodations for qualified disabled applicants or employees.