



USC University of Southern California

Translator/Interpreter Job Description

JOB INFORMATION

<i>Job Code:</i>	129407
<i>Job Title:</i>	Translator/Interpreter
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Translation/Interpretation
<i>Job Family Group:</i>	Administrative Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Serves as a translator or interpreter engaged in providing specialized professional services such as written translation and verbal interpretation in a foreign language for a school or department.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Specialized/technical training	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Direct experience with translation/interpretation in relevant subject matter.
X		College certification in a translation/interpretation program.
X		Demonstrated bilingual ability with a high degree of fluency.
X		Clear pronunciation of pertinent terminology, terms and relevant procedures.
X		Ability to translate to and from English to the language requiring translation.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough knowledge of the culture and ways of life and an understanding of the subject matter being translated.
	X	Direct experience with written translation and verbal interpretation in relevant subject matter.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides written translation or verbal interpretation services for a school or department.				
Provides an accurate typed translation of English documents and other materials in the language requiring interpretation.				
Provides an accurate verbal interpretation from English to the language requiring interpretation for a variety of circumstances. Expresses either approximate or exact translation, depending on nature of occasion. May specialize in specific subject matter.				
Reviews reports, correspondence, advertisements, flyers, informed consents, documents or other materials translated by others for translation accuracy. Provides documentation that the translation is appropriate. Provides a summary of required corrections and/or suggestions to improve the readability of the document as applicable to the population.				
Reads materials and rewrites or makes corrections or suggestions in specified language or languages following established rules pertaining to factors, such as word meaning, sentence structure, grammar, punctuation and mechanics. Provides appropriate faculty and/or staff with corrections or suggestions to the document(s) for changes. Types any changes or suggestions and sends communication to appropriate faculty and/or staff.				
Assists with phone calls or written documentation or materials for the school or department when the language requires interpretation.				
Interfaces with faculty, staff, and/or students regarding the program services.				
Participates in the development and implementation of the program policies and procedures.				
Stays updated on applicable terminology and terms and their translation/interpretation into the language requiring interpretation. Reads pertinent literature in the field. Participates in professional associations as appropriate.				
Coordinates program services with other departments. Serves as a resource for program information.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.