

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION	Sign Language Interpreter [Full or Part Time/Benefitted]
APPLY BY	Open Until Filled
HIRE DATE	August 11, 2025
DIVISION	Student Support Services
REPORTS TO	Disability Services Manager
CLASSIFICATION	Hourly (Non-Exempt)
POSTING DATE	June 25, 2025

SUMMARY

The Sign Language Interpreter ensures effective communication between hearing and deaf or hard of hearing individuals in classroom settings, meetings, events, and other academic or campus-related activities through American Sign Language or other manual sign systems. In addition to interpreting, this position will also provide support to the Student Support Services team by completing special projects which may include digital accessibility remediation, testing proctoring, responding to student alerts, and/or tutoring as assigned by the Disability and Support Services Manager to contribute to the overall success of students and the department.

This position is available as either full-time or part-time, with flexible scheduling between 20 to 40 hours per week during the academic year (August-May).

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Provide sign-language interpreter services for deaf and hard of hearing students across various settings including classrooms, labs, tutoring sessions, meetings, events, and other college related functions.
- Support students by developing class-specific vocabulary/sign lists, tutoring across subjects, interpreting college correspondence, and assisting with accommodations.
- Collaborate with instructors and staff to gain understanding of relevant concepts, ensure effective communication, facilitate accommodations, and adapt course assignments while maintaining course objectives.
- Preps for classes by reading and becoming familiar with technical vocabulary and content.
- Coordinate interpreting services and maintain accurate, confidential records of provided services.
- Coordinate the use of adaptive equipment by identifying student needs, ensuring accessibility, and providing orientation and training for instructors and students on proper usage.
- Engage in professional development opportunities to maintain certification and stay current with best practices in interpreting and accessibility services.
- Complete special projects which may include digital accessibility remediation, testing proctoring, responding to student alerts, and/or tutoring
- Flexible work schedule that may involve some evenings and weekends.
- Follow all safety and security policies and procedures of the college.
- Perform related duties of a comparable level/type as assigned.

TRAINING AND EXPERIENCE

- Bachelor's degree in American Sign Language, Deaf Studies, or related field required.
- National Interpreter Certification through Registry of Interpreters for the Deaf or other national certification.
- Sign Language Interpreter license through Wisconsin Department of Safety and Professional Services.
- Minimum of three years of experience interpreting, experience working in post-secondary educational setting preferred.

KNOWLEDGE

- American Sign Language and other manual sign systems, both signing and receiving
- Fluency in additional sign systems preferred
- Deaf culture and resources for the deaf and hard of hearing

- Assistive listening and telecommunication devices as well as remote interpreting
- Proper ethical conduct as outlined in the National Association of the Deaf-Registry for the Deaf Code of Professional Conduct

SKILLS

- Operating computers and software
- Creating schedules
- Time management and organizational skills
- Team collaboration in diverse educational settings
- Maintaining confidentiality
- Strong communication and interpersonal skills as applied to interaction with coworkers, supervisors, students, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS STATEMENT

Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

Must be able to sustain manual communication for extended periods and perform physical tasks associated with interpreting.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs. For questions regarding the application process, or if you need an accommodation, please email Human Resources at humanresources@swtc.edu or 608.822.2314. (TDD: 608.822.2072)

SALARY RANGES

C43 Hourly: \$26.24 - \$36.73

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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| • Health Insurance | • Health Club Access | • Additional Voluntary Benefits |
| • Dental Insurance | • Wisconsin Retirement System Contribution | • Paid Time Off |
| • Vision Insurance | • On-campus day care (hourly rate charged) | |
| • Life Insurance | • College Savings Program | |
| • Long-Term Disability | | |
| • Health Savings Account | | |

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.