

SUMMER ASSISTANT (Temporary) ***National Center for Interpretation (NCI)***

NCI Summer Assistants are an important part of our staff. Each summer, NCI holds several different interpreter training programs, including the Professional Language Development Project (PLDP). The PLDP is an annual three-week program for bilingual high school students in the Tucson area, which introduces them to translation and interpretation. The 2015 PLDP will be held Tuesday, 7/7 – Thursday, 7/23.

As a Summer Assistant, you will be expected to work primarily on-campus but also off-campus in Tucson. You will provide general day-to-day support as needed for staff members.

Summer Assistants must be available to work throughout the summer. They can work a maximum of 29 hours per week, depending on visa status, staffing needs, and enrollment in summer courses. **Candidates must be available to work on the following dates: Wednesday 7/1, Thursday 7/2, Friday 7/3, Monday 7/6, Tuesday 7/7, Thursday 7/23, and Friday 7/24.** During the PLDP (7/7-7/23), the Summer Assistant's primary responsibility will be onsite assisting with the PLDP. Scheduling can be flexible on other dates in the summer.

This position is can start immediately immediately and runs through August 12 (the last day of Summer Session 2). Upon the close of the position, students will be evaluated on their performance. The position may be extended, contingent upon performance and NCI staffing needs.

Minimum Requirements:

- Student enrolled for summer or next semester at the UA and eligible for employment on the UA campus.
- Good English communication skills.
- Good organizational skills.
- Ability to multitask.
- Punctuality.
- Own transportation.
- Availability by cell phone for local communications.
- Experience in computer use, specifically Microsoft Office.

Preferred Qualifications:

- Strong Spanish communication skills.
- Knowledge of interpreting and translating.

Your duties will include but are not limited to:

- General office tasks in preparation for the PLDP and other summer programs, such as:
 - Answering general inquiries over the phone and e-mail when needed.
 - Preparing supplies and equipment for weekend workshops and summer institutes.
 - Photocopying.
 - Filing and organizing administrative and course materials.
- Scheduling speakers and events.
- Providing technical support for faculty or staff in the use of hardware, including LCD projectors, audio equipment, mp3 players, and interpreting equipment.
- Providing technical support for faculty or staff in the use of software, including Microsoft Office products
- Proofreading and editing.
- Review and assistance with teaching materials.
- Assisting with inquiries and registration for various training programs.
- Moving, setting up, and breaking down equipment before and after training programs.
- Assisting with other NCI projects as needed.

To Apply: Complete the following online form: <https://www.surveymonkey.com/s/VB3FHJ7> and submit a resume and letter of interest to pgatto@email.arizona.edu.