

Orientation Student Interpreters

Job Description: Orientation Student Interpreters are part of a team responsible for welcoming and offering language support to Spanish speaking families and guests at West Chester University during orientation programs offered for first-year students, transfer students, and adult learner students. This position is an exciting opportunity to receive practical experience in the field of Languages and Cultures, while also building valuable leadership skills working on a larger team.

Expectations:

- Provide on-site language support during Orientation days to Spanish speaking families and guests
- In collaboration with an Orientation paraprofessional, offer Spanish language support for information about campus resources, involvement opportunities, and campus policies
- Engage in virtual communication with Spanish speaking incoming students and families through email, Zoom meetings, and other virtual events
- Provide intake phone calls to Spanish speaking guests ahead of their orientation date to help plan a customized schedule for their orientation day
- Research best practices in engaging Spanish speaking students, families, and guests at new student orientation programming
- Work with the Office of New Student Programs to create an assessment plan to measure success of the language support services at orientation programs
- Develop signage and social media posts in Spanish to help acclimate & welcome guests on orientation days
- Assist with logistical tasks and perform general team member tasks should there be no Spanish speaking families on an orientation day
- Attend mandatory orientation training and designated events
- May work welcome week events if desired
- Support all university policies and procedures, faculty, and staff

Minimum Qualifications:

- Current WCU degree seeking undergraduate or graduate student and enrolling in class for the 2025-2026 academic year
- Must currently have, or can obtain, credentials to prove proficiency rating of advanced or higher in Spanish oral interpretation.
 - *Interpretation ability will be measured through the Oral Proficiency Interview (OPI) process*
 - *Students in the Languages and Cultures Department at the 300/400 level language have the ability to fund their Oral Proficiency Interview (OPI) through the Languages and Cultures Department. The OPI is administered through the American Council on the Teaching of Foreign Languages.*
 - *The Office of New Student Programs will work with students who are not enrolled in the Languages and Cultures department to have their OPI funded through other means.*
- Comply with the University Student Code of Conduct and be in good standing as a full-time WCU student

Preferred Qualifications:

- Writing proficiency in Spanish

Compensation

Orientation Student Interpreters will receive compensation of \$15.00 per hour as well as meals on days in which they are on campus working orientation. On-campus housing is provided during June and July training and orientation days if desired.

Dates for Summer 2025 orientation will be released at a later time. Typically, students are expected to be available throughout June, July and mid-late August.

Access our application via Handshake here!

