

Job Description

Apprentice Position

NTID Department of Access Services

- The Department of Access Services comprises six interpreting Teams. Apprentices are assigned to one particular Team and will report directly to the Manager of their Team. Apprentices will also have a coordinator, mentor and experienced colleagues to rely on for advice relating to consumer relations and provision of service.
- All Interpreters, including Apprentices, are expected to use the NAD-RID Code of Professional Conduct as a guide for their behavior.
- We expect that Apprentices will not be working outside of the RIT environment while here.
- Apprentices are paid thirty (30) hours per week. Within those thirty hours, they interpret twenty hours. Their apprenticeship will require more of them than interpreting. The list below highlights some of their additional responsibilities. Apprentices are expected to:
 - Complete three observations. A set of guidelines for the observations will be provided.
 - Present a topic of interest to their Team. This will be a 30-minute presentation to their Team at some point during the semester.
 - Attend a weekly colloquium as a cohort of apprentices meeting. Discussion topics will include issues with Apprentices' current work, with our field, their observations, and more.
 - We invite Apprentices to keep a journal of their thoughts about their work.
 - In addition to your Kronos log-ins (Kronos is our timecard reporting system), you will be required to submit a weekly timesheet showing your activities for the week. This is an administrative necessity allowing us to show the many different activities you are engaged in while working as an intern.
- We expect Apprentices to be actively engaged with DAS and the RIT community and pursue experiences at RIT beyond those thirty hours.
- There are approximately 3,500 hours of interpreting service provided on campus each week. By working with their Team, Apprentices will find many of these interpreting jobs are available for their observation. There are non-academic activities that Apprentices may want to participate in (an NTID play, for example). Our community of 1,000 deaf and hard-of-hearing students is vibrant and filled with opportunities to learn more about deaf culture.
- Upon hiring, Apprentices will complete an input sheet describing availability, interests, and classes/events they may or may not want to interpret.

Attendance at the colloquium, observations, presentation, and submitting a weekly timesheet are all required elements of apprenticeship. Failure to comply with these requirements in a timely manner will result in premature termination of employment.