

Job Description

Intern Position

NTID Department of Access Services

- DAS has four interpreting Core Teams (CT). Interns are assigned to one particular CT and will report directly to the Manager of your CT, but will also have a coordinator, mentor and experienced colleagues to rely on for advice on consumer relations and provision of service.
- All interpreters, including interns, are expected to use the NAD-RID Code of Professional Conduct as a guide for their behavior.
- We expect that you not be working outside of the RIT environment while you are here.
- Your internship is planned to span one semester (16 weeks), including exam week. See the RIT calendar (www.rit.edu/calendar) for details.
- Interns may be paid up to thirty (30) hours per week. Whether you are paid depends on restrictions that your program may have for internships. Within those thirty hours, you will interpret twenty hours. Your internship will require more of you than interpreting. The list below highlights some of your additional responsibilities. You are expected to:
 - Complete three observations. A set of guidelines for the observations will be provided.
 - Present a topic of interest to the DAS staff. This will be a one-hour presentation to the DAS staff at some point during the semester.
 - Attend a weekly colloquium as a cohort of interns and apprentices meeting with the Assistant Dean and Director and the Intern/Apprentice Coordinator. Discussion topics will include issues with your current work, with our field, your observations, and more.
 - We invite you to keep a journal of your thoughts about your 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.
 - In addition to logging hours with our temporary staffing agency (Datrose), Interns are required to submit a weekly timesheet showing their activities for the week. This is an administrative necessity allowing us to show the many different activities they are engaged in while working here.

We expect you will be actively engaged with DAS and the RIT community and pursue experiences at RIT beyond those thirty hours.

- There are approximately 4,000 hours of interpreting service provided on campus each week. By working with your CT, you will find many of these interpreting jobs are available for your observation. There are non-academic activities that you may want to participate in (an NTID play, for example). Our community of 1,300 deaf and hard-of-hearing students is vibrant and filled with opportunities to learn more about deaf culture.
- Upon acceptance, Interns will complete an input sheet describing your availability, interests, and classes/events that they may or may not want to interpret.

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