Bilingual Editor and Language Access Coordinator (100%)
POSITION DESCRIPTION

WORKING TITLE: Bilingual Editor and Language Access Coordinator (100%)

OFFICIAL TITLE: Associate Administrative Program Specialist

GEOGRAPHIC AREAS SERVED: Statewide

OFFICE LOCATION: Extension Building, 432 North Lake Street, Madison, WI 53706

POSITION PURPOSE:
This position will coordinate and standardize a process to improve and enhance the quality of translation (and interpretation) for clients who have limited English proficiency. This position is housed in the Publishing Unit of Cooperative Extension, supervised by the Publishing Operations Manager. The position is anticipated to continue for three years.

PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:
- Coordinate and standardize a process of forward translation (source language to target language), back translation (target language to source language), and review (quality assurance) of educational content submitted for translation
- Build relationships with all contracted translators and teach them about UW-Extension needs and intended audiences
- Serve as a liaison between Cooperative Extension colleagues needing translation and contracted translator to ensure the final product is appropriate in tone and content for the intended audiences
- Evaluate translated documents with the intended audiences to see if they were relevant, useful, and appropriate
- Improve the quality of educational programs and materials for audiences with limited English proficiency and support Cooperative Extension colleagues to engage diverse audiences in ways that are inclusive and do not discriminate to ensure full access to programs, facilities, and educational services
- Build, strengthen and sustain trust-based relationships to promote cooperative and respectful work environments
- Be responsive to evolving position, program, office and organizational needs; perform adjusted or additional duties as requested
- Conduct and report on program evaluations to improve program effectiveness and demonstrate value to programmatic and funding partners

SPECIFIC POSITION RESPONSIBILITIES:
Partner with the Program Planning and Language Access Network (PPLAN) to:
- Develop a lexicon of phrases in frequently used languages that can be referenced regularly
(i.e., EEO/AA statements in Spanish and Hmong)
- Evaluate translation processes and improve as needed
- Monitor translation/interpretation budget and communicate with State Program Director Team about the adequacy of funding and the pace of spending
- Expand the Educational Resources Library on SharePoint with existing translated resources, promotional material templates, lexicon of frequently used phrases, and design standards to improve 24/7 access for all colleagues

Partner with the State Program Director Team and the Instructional Design Specialist (PD&E) to:
- Evaluate translated documents with the intended audiences to determine relevance, usefulness, and appropriateness
- Improve the quality of educational programs and materials for Limited English Proficiency audiences

WORKING CONDITIONS:
- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume occasional travel within the state

ACCOUNTABILITY RELATIONSHIPS:
The primary accountability relationships for this position are with the University of Wisconsin-Extension Publishing Operations Manager, the Director of Program Development and Evaluation, the Director of Diversity and Inclusion, the State Program Director Team, and the Translation/Interpretation Committee.

TO BE CONSIDERED ELIGIBLE FOR THIS POSITION YOU MUST MEET ALL OF THE FOLLOWING MINIMUM QUALIFICATIONS:
- Bachelors degree with course work in a field that relates to the responsibilities of this position such as editing, writing, intercultural communication, or translation
- Bilingual in English, Spanish or Hmong with a high fluency in reading, writing and oral communication
- Demonstrated skills in editing and writing for digitally delivered content
- Current content knowledge in fields related to the purpose of this position, such as best practices in translation and interpretation, and cultural adaptation of resources
- Knowledge and skills to effectively interact with people from different cultural backgrounds including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, physical and cognitive ability, sexual orientation, and other aspects of human diversity

BEST QUALIFIED APPLICANTS WILL ALSO DEMONSTRATE MANY OF THE FOLLOWING PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:
- Ability to lead others and employ effective group facilitation skills
- Superior communication, interpersonal, and problem-solving skills in a team setting and on an individual basis
- Knowledge of the legacy of Cooperative Extension as part of the U.S. system of land-grant institutions, dedicated to service in the public good
- Ability to build business relationships with translation vendors, and ensure they understand needs of UW-Extension and its intended audiences
- Ability to meet deadlines for multiple ongoing projects
- Ability to manage budgets

**TYPE OF APPOINTMENT:** This position is a fixed-term terminal academic staff appointment in the University of Wisconsin-Extension, division of Cooperative Extension. Under UWEX 10.01 (1), fixed term terminal academic staff appointments are for a definite period of time as specified in the appointment letter and do not carry a guarantee of employment beyond the stated term, regardless of how many times an employment contract is offered to the employee. Fixed-term terminal appointments are not subject to the notice period in UWS 10.05 and UWEX Chapter 10.07. Reappointment to this position after the initial term is dependent upon availability of funding and performance.

**POSITION CLARIFICATION:**
This position is subject to UW System, UW-Extension and Cooperative Extension personnel policies. This position description is not intended to be comprehensive in nature given the changes in primary duties/essential job functions and position expectations that can occur over time in response to emerging and assessed community, program and organizational needs. Changes to this position description are subject to the approval of the Cooperative Extension Human Resource Development Office and those to whom the position is accountable.

**POSITION BENEFITS AND SALARY:**
State of Wisconsin benefits ([https://www.wisconsin.edu/ohrwd/benefits/](https://www.wisconsin.edu/ohrwd/benefits/)), including retirement, vacation, sick leave, health insurance, and other insurances. Starting salary range commensurate with qualifications: $50,000-65,000.

**EQUAL OPPORTUNITY:**
As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment; and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. We promote excellence through diversity and encourage all qualified individuals to apply.

Materials will be made available in alternative format upon request. Please call 711 if you are hearing or speech impaired and need assistance. Direct inquiries concerning equal opportunity to: UW-Extension Office of Equity, Diversity and Inclusion; Room 501; 432 N. Lake Street; Madison, WI 53706. 608.262.0277 (Office); 608.890.0259 (Fax.)

**CRIMINAL BACKGROUND CHECK:**
A criminal background check will be conducted prior to employment. Completed consent forms will be requested at the time of final interviews. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.
APPLICATION PROCEDURE AND DEADLINE:

1) APPLICATION DUE DATE: To receive full consideration, application materials must be received by April 12, 2016 and include all of the following (WHEN UPLOADING DOCUMENTS, PDF FORMAT IS PREFERRED):
   
a. COVER LETTER (up to two pages) in which you summarize how your qualifications meet those of the position. Please note that your response will be evaluated not only for content but for written communication skills as well. You are encouraged to refer to formal education, training, professional work history, volunteer work, research and any related life experiences in your response. Please follow the guidelines below to ensure your cover letter is as complete a summary of your qualifications as possible:
      -Prepare a summary paragraph for each of the listed Minimum Qualifications.
      -Include a paragraph that summarizes the knowledge, skills and abilities which you possess as particular strengths, beyond the minimum qualifications (see Best Qualified section).

b. PROFESSIONAL RESUME, including related education, professional work history and volunteer experience.

c. TWO (2) PROFESSIONAL WORK SAMPLES, written examples of when you translated English into Spanish and/or Hmong. Provide both the original English text and the translations to either Spanish or Hmong.

d. CONTACT INFORMATION FOR THREE (3) PROFESSIONAL WORK REFERENCES, including at least one person who has been your immediate supervisor. For each reference, please indicate the nature of your professional relationship and include the persons title, e-mail address and telephone number.

e. FINAL COLLEGE TRANSCRIPTS for each of your degrees. Unofficial copies of final college transcripts are acceptable when applying for this position. Official final college transcripts are required upon hire.

Please upload only the materials requested above. Any documents, other than those requested, will be deleted from your application. Application materials that do not comply with these instructions are incomplete and will not be considered. Applications received after the application due date will be accepted through the conclusion of the initial application screening process.

The University will not reveal the identities of applicants who request confidentiality during the application process, unless or until they become “final” candidates. The identities of “final candidates” must be revealed upon receipt of valid public records requests. According to the Attorney General, “final candidates” under Wisconsin Law means the five candidates who are considered most qualified for the position. See Wis. Stat. Sec. 19.36(7)(a).
A criminal records review will be conducted prior to employment. Completed consent forms will be requested at the time of final interviews. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

2) How to apply. Please submit application materials to Cooperative Extension Human Resource Development Office online using the URLs below. **Once you are in the Candidate Gateway, please make sure to click on the Advanced Search link and enter 11613 into the Job Opening ID field.**

   a. Before you get started with the online application process, we recommend you preview the frequently asked questions (FAQs). To do so, please copy and paste the following URL into your browser. External applicants can also view the FAQs after accessing the online system by clicking on the "Help" link in the upper right corner.
   [https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ_CandidateGateway.pdf](https://helpdesk.wisc.edu/images/group61/21900/TAMFAQ_CandidateGateway.pdf)

   b. If you are applying as an applicant who is NOT currently employed by the University of Wisconsin System, please copy and paste the following URL into your browser:

   c. If you are applying as a current employee of the University of Wisconsin System, please copy and paste the following URL into your browser:

Posting Date: March 4, 2016
Closing Date: April 12, 2016