
Job Title	Spanish Language Translator
PVN ID	LA-2412-006642
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Division of Student Affairs
Status	Part Time
Hourly Rate	\$25.00-\$40.00
Hour(s) a Week	0.00-8.00
Closing Date	Jun 30, 2025 (Or Until Filled)

General Description

The LaGuardia Community College (LaGCC) ACCES Pre-Employment Transition Services Program (Pre-ETS) assists students with disabilities in successfully transitioning from postsecondary education to meaningful employment opportunities. To support this mission, we are seeking a skilled and bilingual Spanish Language Translator to join our team on an occasional, as-needed basis (0–8 hours per week). This flexible role is ideal for someone who can provide high-quality translation support when needed, depending on program demands. The Translator will play a key role in ensuring that all program-related materials and communications are accessible to Spanish-speaking students, staff, and employer partners. This includes translating documents, reports, career readiness resources, articles, and other key materials from English to Spanish and vice versa with a strong understanding of cultural nuances and idiomatic expressions in both languages. Under the supervision of the Program Manager and Project Investigator, the Translator will contribute to the program's goal of fostering inclusivity, cultural sensitivity, and clear communication across all program operations.

This is a grant-funded, hybrid position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

About LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than sixty associate degree and certificate programs, as well as dozens of workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half are first-generation college students. Sixty-nine percent live in Queens; the rest live in Brooklyn and beyond. Approximately two-thirds of our degree students receive financial aid. Since forty-five percent of them identify as Hispanic, the US Department of Education has designated LaGuardia a Hispanic-Serving Institution. Please visit www.laguardia.edu to learn more.

Other Duties

- Accurately translate written materials related to the ACCES Pre-ETS program, including student progress reports, program guidelines, career readiness resources, and informational documents, from English to Spanish and vice versa.
- Ensure that all translations are culturally appropriate and linguistically accessible to the Spanish-speaking community, with a focus on students with disabilities and their families. Demonstrate an understanding of cultural nuances and idiomatic expressions in both Spanish and English.
- Work closely with Career and Academic Advisors, Program Managers, and other staff to understand specific translation needs and meet deadlines for program communications.
- Proofread and edit translated materials to ensure consistency, accuracy, and alignment with the program's objectives and values.
- Maintain confidentiality and sensitivity to cultural differences in all translation assignments.
- Communicate effectively with clients and colleagues to address any questions or concerns regarding translations.
- Stay up to date with industry trends, language use, and specialized terminology in education, career services, and disability transition programs to enhance the quality and relevance of translations.
- Other duties as assigned.

Qualifications

- Fluency in Spanish and English, with excellent written and verbal communication skills in both languages.
- Proven experience as a translator, with examples of previous translation work.
- Bachelor's degree in Translation, Linguistics, or a related field preferred.
- Proficiency with translation software and tools (e.g., SDL Trados, MemoQ, Wordfast).
- Strong attention to detail and ability to maintain accuracy under tight deadlines.
- Cultural sensitivity and awareness of linguistic nuances in Spanish and English.
- Ability to work independently and collaboratively in a fast-paced environment.

Preferred Qualifications:

- Certification or accreditation as a translator (e.g., ATA certification) is a plus.
- Experience in specialized fields such as Educational, Medical/Counseling, Community activities/events translation.
- Familiarity with CAT (Computer-Assisted Translation) tools and terminology management systems.
- Knowledge of additional languages besides Spanish and English is an advantage.