Translating and Interpreting Trainers

Sydney Institute of Interpreting and Translating is looking for several aspiring translating and interpreting trainers to join our dynamic training team in the following language streams: Chinese (professional translating), Mandarin (paraprofessional and professional interpreting), Nepali (paraprofessional interpreting), Punjabi (paraprofessional interpreting), and Hindi (paraprofessional interpreting). This position is responsible for delivering quality academic training and assessment activities.

Duties and responsibilities include:

1. Prepare course materials of the qualification in accordance with unit requirements of the training packages;
2. Deliver quality trainings in accordance with unit requirements and learning needs of students;
3. Coordinate learning programs of the class, including timetable, unit outlines, assessment tasks and activities, and simulated workplace practice;
4. Analyse students’ assessment and provide feedback to improve their learning outcome;
5. Report to the Academic Manager regarding students’ academic progress, course progress, attendance and other academic issues;

Successful candidates will be required to possess the following:

- A master’s degree or above in translating or/and interpreting with NAATI accreditations in translation or/and interpreting at professional level or above;
- Relevant experience in training and student services, as well as industry experience as a translator or/and interpreter;
- Good public speaking and presentation skills to deliver trainings to a small group;
- Strong organizational and administrative skills to manage various teaching projects,
- Good command of interpersonal and communication skills
- Cert IV of TAE or willing to start and complete Cert IV of TAA within 2 months from commencement of employment;

Interested applicants are invited to send in their resume and a cover letter addressing the above criteria to Jeff HUANG via e-mail on jeffhuang@siit.nsw.edu.au