The UMass Translation Center Student Intern/Assistant

The Translation Center is seeking to fulfill several intern/student assistant assistant positions during summer 2019 (May – August) and the 2019-2020 academic year. A student hired in the summer may be able to continue during the academic year. Students may work for academic credit or pay.

About the Translation Center of the University of Massachusetts Amherst:
The Translation Center provides translation, transcription, interpreting, film subtitling, workshops, language consulting, and much more to a variety of clients from near and far including small businesses, corporations, museums, law firms, hospitals, NGOs, filmmakers, advertising firms, educational institutions, state and government agencies, and individuals. In addition, the Translation Center supports the community of individuals with an interest in translation at UMass and the nearby colleges. Many faculty either translate themselves or publish about translation phenomena. Undergraduates and graduate students take courses on translation. The Translation Center is proud to sponsor translation- and language-related activities at UMass and the Colleges.

Intern/Student Assistant Responsibilities:
Work closely with Translation Center’s Assistant Director and Project Managers on specific projects from clients. Interact with clients about services via email and phone, or in person. Participate in the translation process as translators (depending on experience) or quality reviewers. Prepare translations for finalization (editing, formatting, mailing). Assist with other appropriate professional and clerical tasks. Occasionally work with the Center’s Director on special projects. Offer office administrative support…and more!

Requirements:
Excellent written and verbal communication skills and ability to juggle multiple priorities
Strong attention to detail
Great customer service
Good time management skills and ability to meet deadlines in an efficient manner
Strong computer skills and comfortable using Microsoft Office Programs
Multilingual and fluency in a language other than English
Work-study availability is preferred but we will consider NON work-study students
Preference given to rising sophomores or juniors
If interested, please email resume and brief letter of introduction to the Translation Center’s Director, Professor Regina Galasso rgalasso@umass.edu. Please indicate if you are applying for a summer position, an academic year position, or both.