Erikson Institute

Spanish-language Translator
Federal Work Study (2 positions available)

Erikson Institute, a graduate school in child development located in downtown Chicago, is seeking to hire a part-time hourly federal work study Spanish-language translator to assist with website translation for the Early Math Collaborative. This position is under the supervision of the Media Production Manager (task supervision) and a Senior Program Developer (translation supervision).

This position can be completed remotely and with flexible hours. A minimum commitment of 12 hours per week is required.

**Roles & Responsibilities:**
Translates written text from website pages and articles into Mexican Spanish:
- Produces high-quality translation of text in consultation with a style-guide and under the supervision of a native Spanish speaker
- Maintains accurate records of progress using Excel spreadsheets
- Revise text as needed

**Qualifications:**
- Proficiency in use of Microsoft Office Suite and Excel
- Biliterate in English and Spanish
- Prior experience with Spanish-language translation is a plus
- Ability to meet assigned deadlines
- Accuracy and attention to detail
- Ability to work independently
- 4 year undergraduate degree minimum
- Must be a matriculated student or current active student in good standing

**To Apply:**
Please email a cover letter and resume to:
Melissa Kirk
Administrative Manager, Early Math Collaborative
Erikson Institute
451 North LaSalle Street
Chicago, IL 60654
email: mkirk@erikson.edu