

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