



Translator/Reviewer (Spanish/Russian/Mandarin Chinese)

Recruitment #:	S2624
Review Date:	Immediate review Open until filled
Department:	The Research Institute
Hourly Rate:	\$31.50

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is a Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:

The Translator/Reviewer provides translation and review of materials in their language to ensure clear and effective communication in Spanish/Russian/Mandarin. This role ensures that resources, communications, and program materials are accurately translated from English to Spanish/Russian/Mandarin while maintaining cultural relevance and developmental appropriateness for early childhood audiences. The position collaborates closely with TRI staff, early childhood professionals, funders, and departments across Western Oregon University to support accessible and culturally responsive program communication.

This position is funded through external grant support. Employment beyond the current funding period is not guaranteed and will depend on the availability of future funding and ongoing performance.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- Bachelor’s degree Spanish/Russian/Mandarin, Early Learning, Education or Related Field Translation: 1–2 years
- Professional work experience in childhood care and education (birth to age 12) and/or related fields (home visiting, state or federal government, CCR&R, human/social services, assessment work, or child care licensing): 1–2 years
- Proficient oral and written communication skills in English
- Strong understanding of practices related to cultural humility
- Ability to be flexible and adapt to changes and emergent needs
- Ability to manage a variety of tasks and produce high-quality work under tight deadlines
- Ability to communicate effectively with a wide variety of individuals and groups, including providers, work teams, program personnel, and administrators from diverse backgrounds
- Ability to apply systems thinking and pay close attention to detail
- Ability to work independently as well as collaboratively in a team environment

How to Apply: Please upload the following required materials within the application portal.

Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

1. WOU Employment Application form
2. Cover Letter that outlines your qualifications and how they align with the position
3. Resume
4. Unofficial transcripts for your highest degree earned
5. Complete and submit the Reference Check form, [available here](#) along with your application

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the status of this search, we encourage you to regularly visit our careers page at wou.edu/hr/employment/jobs/. Due to the high volume of applications we receive, we are unable to provide individual updates regarding the status of each application. We appreciate your understanding and sincerely apologize for any inconvenience this may cause. Thank you for your interest in employment at Western Oregon University.