

**American Sign Language Lab Assistant (Part-Time)**  
**Northern Essex Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=263249>

Downloaded On: Oct. 1, 2025 3:44pm

Posted Oct. 1, 2025, set to expire Jan. 28, 2026

<b>Job Title</b>	American Sign Language Lab Assistant (Part-Time)
<b>Department</b>	ASL Studies Program - Division of Business and Professional Studies
<b>Institution</b>	Northern Essex Community College Haverhill, Massachusetts
<b>Date Posted</b>	Oct. 1, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Multicultural Affairs/Diversity Educational Services Student Services
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**Job Description**

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**American Sign Language Lab Assistant (Part-Time)**

**POSITION: Part-Time American Sign Language Lab Assistant:** ASL Studies Program - Division of Business and Professional Studies; Haverhill Campus; up to 12 hours per week, Monday & Wednesday, 9:00am - 3:00pm\*

**SCHEDULE:** Up to 12 hours per week, Mon & Wed., 9:00am-3:00pm\*, September - May

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*\*This position requires on-campus presence on Mondays and Wednesdays during the day. While the core requirement is presence on these days, some flexibility in daily start and end times is available, as approved by the supervisor.*

### **RESPONSIBILITIES:**

Responsibilities include but are not limited to:

- Maintain American Sign Language (ASL) Studies Lab and library.
- Monitor lab to accommodate students and faculty needs.
- Supervise schedule of lab utilization for faculty and students.
- Act as a liaison for students and staff with other college departments and outside agencies.
- Assist students in organizing materials in order to complete course assignments in lab.
- Facilitate communications between faculty, administration and students when necessary.
- Assist the coordinator with Information Sessions and intake of prospective students.
- Assist with administrative duties as assigned by the Dean or Program Coordinator.
- Perform related duties as assigned.

### **Job Requirements:**

#### **MINIMUM QUALIFICATIONS:**

NOTE: Unless otherwise noted, all required qualifications must be met by date of hire.

- Proficiency in American Sign Language (ASL).
- Proficiency in English, with strong written and verbal communication skills.
- Knowledge of general office practices.
- Strong computer and technical skills, including proficiency with Microsoft Office 365 and the ability to learn new software to support faculty and students.
- Excellent organizational skills.
- Ability to manage assignments from multiple individuals, prioritize tasks, meet deadlines, maintain positive working relationships with colleagues, and work both independently and collaboratively.

#### **PREFERRED QUALIFICATIONS:**

- RID or MCDHH certified
- Bilingual (English Spanish)

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- Experience working with and supporting a culturally diverse population

**EQUIVALENCY STATEMENT:** Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

**BACKGROUND CHECK:** Candidates will be required to pass a CORI and SORI check as a condition of employment.

**Additional Information:**

**SALARY:** \$24.00 - \$30.00/hour, Non-benefited position

**ANTICIPATED START DATE:** ASAP

To apply, click [HERE](#)

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

ASL Studies Program - Division of Business and  
Professional Studies  
Northern Essex Community College

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