

**Translator and Communications Coordinator
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=268794>

Downloaded On: Nov. 28, 2025 12:29pm

Posted Nov. 28, 2025, set to expire Mar. 25, 2026

Job Title Translator and Communications Coordinator
Department Communications & Engagement Department
Institution College of Lake County
Grayslake, Illinois

Date Posted Nov. 28, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Communications/Public Relations
Student Services

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Job Description

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**Translator and Communications Coordinator
College of Lake County**

**Full Time
REQ-00000611**

Why choose the College of Lake County for your next opportunity?

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The College of Lake County (CLC) offers a competitive salary, excellent benefits that includes Blue Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

Position Title:

Translator and Communications Coordinator

Department:

Communications & Engagement Department

Position Type:

Staff

Job Family:

Specialist

Job Summary:

The Translation and Communications Coordinator provides project coordination and support for internal and student-focused communications for the College, with a focus on Spanish translation-related aspects of communication and the ways in which language can be a connection point to college priorities and student and community needs. The position exists within the Strategic Advancement unit, reporting to the Director, Communications & Engagement. This position requires the ability to use independent judgment and initiative in managing multiple projects simultaneously, while engaging and collaborating with a variety of stakeholders throughout the College. This position requires a high level of professionalism and attention to detail and is directly involved in collegewide efforts and activities related to campus climate culture.

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Posting Date:

11/25/2025

Expected Start Date:

01/05/2026

Compensation Grade:

B32

Full-Time/Part-Time:

Full time

Location:

Grayslake Campus

Total Hours Per Week:

40

Job Description:

Project & Process Management - 50%

- Manage strategic communication projects and initiatives related to translating college communications into Spanish and other languages, as assigned by the Director, Communications & Engagement and prioritized based on data and in alignment with college priorities and student and community needs. Projects vary in time, scope and complexity, requiring collaboration across all units of the College. The position is responsible for reviewing options, coordinating and facilitating meetings, communicating about projects, developing materials and working within budget guidelines.
- Serve as a translation expert for a wide variety of English-to-Spanish communication projects.
- Develop and manage an intake system and log for requests to translate college documents and

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communications into Spanish, setting relevant time frames according to the type of request. Maintain log to track decisions related to translation projects.

- Identify, develop and manage a list of translation work done by individuals in various units of the College. Organize and lead meetings for employees with translation expertise to share information, coordinate a common college voice and identify short- and long-range goals.
- Measure effectiveness of translation strategies currently being used in terms of their impact on student success, community vibrancy and being a future-ready organization.
- Participate in and support shared governance and cross-functional teams that are relevant to student communications, student access and success and community vibrancy efforts.
- Support legislative-focused communication projects as assigned, including providing input for understanding ethnic or cultural backgrounds of students and community members within a sociopolitical context, as related to communications and language translation needs.
- Support projects related to emergency and crisis communications.

Technology Support - 20%

- Use and assess translation software and devices commonly used among staff. Support or provide training to employees who could benefit from the use of translation software or devices.
- Use the CLC Hub (internal employee website) to post information about translation-related communication projects and strategies.
- Support unit and departmental projects focused on documenting and streamlining processes and improving the accessibility of communication posted to the CLC website, CLC Hub and online student communication portal.
- Support Communications & Engagement team as needed with technical communications skills needed for projects such as all-college meetings (in person and virtual), Board of Trustees meetings, shared governance activities and special events.

Student/Customer Service - 30%

- Collaborate with others doing translation work at other institutions and in the community to observe and build knowledge for institutional projects. Maintain database of translation experts and outlines of procedures. Engage with the CLC community to understand the importance of Spanish translation when planning communications for students or the community.
- Support policy manual updates as assigned and be a source of knowledge about the equitable review system and shared governance process.
- Provide support for the Communication & Engagement department team for various student and employee engagement activities (for example, commencement, Kickoff Weeks, student-focused engagement activities, special events).

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- Serve as a backup for Communications & Engagement team members at monthly board meetings.
- Provide excellent customer service to students, faculty, staff and the community.
- Perform other duties as assigned by the Director, Communications & Engagement.

Required Qualification

- Bachelor's degree from an accredited college or university
- Minimum of 3 years of previous experience working in higher education, K-12 schools, or a not-for-profit setting
- Fluency in Spanish and English, with the ability to communicate effectively in both languages in the context of an academic setting
- Excellent oral and written communication skills in both Spanish and English, and strong interpersonal and presentation skills. Ability to communicate effectively with students, faculty, staff and community members
- Ability to work independently, prioritizing and managing multiple projects concurrently, with a strong attention to detail, within a highly collaborative environment
- Ability to handle situations with confidentiality, tact, persuasiveness and diplomacy
- Proficiency in MS Office Suite, specifically Outlook, Word, Excel, PowerPoint and SharePoint. Ability to use technology to access data, maintain records, generate reports and communicate with others
- Proven ability to work effectively and constructively with persons of diverse cultures, language groups and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work

Desired Qualifications

- Certification in Spanish translation from the American Translators Association (ATA)
- Experience working with pocket translator systems
- Experience working with Canva software
- Project management experience or certification

Work Schedule: Monday through Friday, 8:00 a.m. - 4:30 p.m., require additional hours as needed including occasional evenings and weekend.

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Pay:

\$57,475 - \$65,000/year

EEO Statement

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history). **To apply, visit** https://clc.wd5.myworkdayjobs.com/en-US/External/job/Grayslake-Campus/Translator-and-Communications-Coordinator_REQ-00000611-1

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Contact Information

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

Contact

Communications & Engagement Department
College of Lake County

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