



## Job posting: Translator (Tomlinson Internship Program position)

- Job title: Student Translator (English to French) (1 position)
- Wage: \$15.25/hour, 10 hours/week
- Duration: 10 weeks (Fall 2023 semester)
- Location: Work may be completed remotely

The ETRC is looking for an enthusiastic and autonomous student, studying in *Études française et et québécoises* an opportunity to acquire experience in translation work through the Tomlinson Internship Program. This project will provide the successful applicant with an opportunity to work with our organization in the translation of professional documents as well as an opportunity to learn how to adapt to context-specific terminology, such as is used in archival description work.

A bit about the ETRC: Since 1992, the ETRC has managed Bishop's University's archival Eastern Townships Collection, and is devoted to the preservation and promotion of the region's rich and colourful heritage with a focus on the English-speaking communities of the Townships.

### Tasks:

- Translating policies and procedures (ex. Annual Service Agreement, Research Services Policy, Confidentiality Agreement);
- Translating archival descriptions which will then be available to the public.

### Qualifications

- Be a Bishop's University student studying in *Études française et et québécoises*
- Have taken at least one course in translation
- Possess good research and writing skills
- Ability to work autonomously
- Interest in history and heritage an asset

As an equal opportunity employer, the ETRC encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women.

### How to apply

- Submit your CV and cover letter to Ms. Jody Robinson by Sunday, September 17, 2023, 4:30PM EST.
- By email: [etrc2@ubishops.ca](mailto:etrc2@ubishops.ca)