



Cornell University
Public Service Center

Translator Interpreter Program (TIP)
Cornell University
300 Kennedy Hall
Ithaca, NY 14853-1601

Telephone: (607) 255-8851
Fax: (607) 255-9550
Email: translator@cornell.edu
Web: <https://cornell.campusgroups.com/TIP>

Translator Interpreter Program Executive Board Application

*Please email your application to translator@cornell.edu **by 5pm on Monday 3/7/22**
We will review your application and contact you regarding interviews.*

Translator Interpreter Program

The Translator Interpreter Program (TIP) of the David Einhorn Center for Community Engagement is a student-run program that trains bilingual and multilingual Cornell students to serve as volunteer translators/interpreters for community agencies in emergency and non-emergency situations. Our TIP translators and interpreters are certified by Cornell language faculty members and have been serving over 300 community agencies in Tompkins County and surrounding areas since 2000.

Einhorn Center for Community Engagement

The Einhorn Center for Community Engagement is a new center dedicated to advancing community-engaged learning and public service across the university. Combining the Public Service Center (PSC) and the Office of Engagement Initiatives (OEI), the center will open new pathways for Cornellians to embrace the university's land-grant mission to improve lives in New York state, across the nation and around the world. The center will be jointly overseen by Ryan Lombardi, vice president for student and campus life, and Katherine McComas, Ph.D. '00, vice provost for engagement and land-grant affairs. The new center will streamline the pathways for students to get involved in community-engaged learning and public service which will amplify how the university supports community engagement and expand options for collaboration, impact and resource-sharing – making the whole greater than the sum of its parts.

The current TIP E-Board Meeting:

Tuesdays, 5:00-6:30 PM
In Person, 300 Kennedy





General E-Board Member Expectations

Please note that TIP is not a student club or student organization, but rather a student-run service learning program of the Public Service Center. As a member of the TIP E-Board and the Einhorn Center, all E-Board members are expected to:

- Commit at least **3-4 hours** per week, including a 90 minute board meeting and a one hour office hour
- Fulfill general Einhorn Center student E-Board responsibilities
- Fulfill specific TIP E-Board responsibilities in a timely and productive manner
- Attend all mandatory Einhorn Center events such as the Welcome Event, End of Year Event, etc.
- Assist in all program events such as the Volunteer Training Session (VTS), Agency Training Session (ATS), Taste of Culture (TOC), tabling events, etc.
- Be able to present information from VTS and ATS slides accurately and professionally
- Collaborate with all E-Board members to establish team dynamic and help resolve team issues
- Communicate effectively and openly with E-Board members and advisors

Specific E-Board Member Expectations

Please note that all onboarding E-Board members will shadow incumbent E-Board members and undergo a probationary training period before being fully integrated into the E-Board and assuming the titles listed below.

Publicity Chair

- **(Please include a sample of your previous or current publicity designs with your application.)**
- Implement publicity campaign to recruit new volunteers
- Design quarter cards, stickers, posters, and tri-fold board for advertisement purposes
- Manage TIP social media and create posts on Facebook and Instagram
- Advertise Volunteer Training Sessions and other events to Cornell community
- Manage CampusGroups website

Volunteer Coordinator

- Organize the logistics of Volunteer Training Sessions (i.e. book rooms, print VTS materials, etc.)
- Process paperwork of new volunteers and monitor the progress of their certification
- Update and monitor database with volunteer contact information, availability, language, service(s) provided, etc.
- Correspond with current and potential volunteers to address any of their questions and/or concerns





Cornell University
Public Service Center

Translator Interpreter Program (TIP)
Cornell University
300 Kennedy Hall
Ithaca, NY 14853-1601

Telephone: (607) 255-8851
Fax: (607) 255-9550
Email: translator@cornell.edu
Web: <https://cornell.campusgroups.com/TIP>

- Work with Incident Coordinator to keep an updated record of the activity of volunteers (ie: which volunteers have provided translation/interpretation services throughout the semester, violated contracts, etc.)

Educational Chair

- Plan and facilitate weekly E-Board Discussions on various topics related to language accessibility, racial equity, and general issues of social justice to engage the student board with current issues related to TIP's mission.
- Seek out learning opportunities for E-Board to engage in throughout the school year (ex: panel discussions or workshops to attend, inviting speakers, etc.)
- Design and publish TIP semesterly newsletter that showcases TIP history, recaps important TIP related events, and highlights work completed by TIP volunteers/Student Board (ex: how many incidents received, what types of incidents, what current languages are available through student volunteers, etc.)
- Assist in the onboarding process of new TIP E-Board members, providing specific support in facilitating the understanding of TIP as a social justice and service organization

Organizational Chair

- Maintain records of TIP e-board meeting minutes, attendance, and hours for reference in the future and to share with TIP's president and advisor weekly.
- Keep track of assigned tasks and check in with Officers to ensure they are able to complete those tasks in conjunction with TIP co-presidents.
- Assist in the recruitment process by creating and organizing evaluation documents and organizing application materials.
- Book room reservations for TIP meetings and any other necessary events and ensure that TIP Officers have access to required spaces including 300 Kennedy.
- Keep the TIP Google calendars updated with the various VTSSs, ATSSs, and events set up by the program.





Cornell University
Public Service Center

Translator Interpreter Program (TIP)
Cornell University
300 Kennedy Hall
Ithaca, NY 14853-1601

Telephone: (607) 255-8851
Fax: (607) 255-9550
Email: translator@cornell.edu
Web: <https://cornell.campusgroups.com/TIP>

Background Information

Please provide the following information below.

Name	
Expected Year of Graduation	
Net ID	
Major/Minor	
Please list all your on-campus and off-campus extracurriculars that you are involved in during the academic year, along with the estimated weekly time commitment (ie: work, volunteer activities, clubs, project teams, etc.)	
Please list all of the classes that you are currently enrolled in and the number of credits that they correspond to.	
Please indicate if you are planning to study abroad in the near future. If yes, please indicate which semester(s).	





Cornell University
Public Service Center

Translator Interpreter Program (TIP)
Cornell University
300 Kennedy Hall
Ithaca, NY 14853-1601

Telephone: (607) 255-8851
Fax: (607) 255-9550
Email: translator@cornell.edu
Web: <https://cornell.campusgroups.com/TIP>





Short Answer Responses

Please limit your answers to a maximum of 200 words.

1. Why do you want to serve on the E-Board for the Translator Interpreter Program?

2. Please indicate which position you are most interested in, as well as your second AND third choice. Please note that the final decision is made collaboratively by you and the TIP E-Board, and is not exclusively constrained by your initial choice. **If you are applying for the Publicity Chair position, please include a sample of your previous or current publicity designs with your application.**

3. Please explain why you are interested in both your first choice and second choice position.

4. What does public service mean to you?

5. What do you think are the language needs of Tompkins County and its surrounding area?

6. What principles do you believe one should embody when working in a team?

7. Explain how language barriers in marginalized communities may lead to social discrimination and inequality of services.

8. What are some ethical considerations that must be considered in translation and Interpretation?

9. What kind of “cultural framework” must you consider when translating or interpreting?





Cornell University
Public Service Center

Translator Interpreter Program (TIP)
Cornell University
300 Kennedy Hall
Ithaca, NY 14853-1601

Telephone: (607) 255-8851
Fax: (607) 255-9550
Email: translator@cornell.edu
Web: <https://cornell.campusgroups.com/TIP>

10. What is the difference between volunteering and service learning?

11. Describe any of your current and past involvement in the Translator Interpreter Program. Please note that while volunteers are encouraged to apply, E-Board members do not have to be certified as volunteer translators/interpreters.

Thank you for your interest in the TIP Executive Board!

