



ROBERT COLLEGE

ISTANBUL, TURKEY

ROBERT COLLEGE is seeking a part-time (3 days/week) TRANSLATOR

Candidates should have:

- Associate / University degree in related area
- Minimum 3 years of translation experience preferably in a multicultural environment
- Ability to fluently read, write, and speak in English and Turkish
- Exceptional interpersonal and organization skills
- Must be detail-oriented, self-motivated and able to multi-task
- Ability to effectively work and communicate in English and Turkish with students, parents, and school personnel from diverse cultures and backgrounds
- Demonstrate professional and personal integrity
- Ability to maintain cultural sensitivity when relaying concepts and ideas between languages
- Ability to handle sensitive and confidential matters with appropriate discretion
- Proficiency in Microsoft Office applications (i.e. Word, Excel, Powerpoint) and in Google applications (i.e. Google documents, Google spreadsheets, etc)

The position mainly involves:

- Facilitate communication with foreign and Turkish personnel and between the school, parents, and relevant public/government organizations, both in English and Turkish.
- Provide oral and written communication from English/Turkish and vice-versa for various meetings, documents, activities and other school functions.
- Help with some Lise Office duties on site as needed during admission/registration.

Interested applicants who meet the qualifications will complete the online **application form** and send it, together with a letter of interest to rchr@robcol.k12.tr by October 20, 2023 including the contact details for at least three professional references.

****Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***