Translation Specialist

Department: Magnet
Position supervisor: Florence Rousseau
Contract length: 4 months
Hours of work per week: 36.25
Position type: Short-term temporary
Rate of pay: $38/hour
Deadline to apply: October 15, 2021

About Ryerson

At the intersection of mind and action, Ryerson is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do.

Ryerson University welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

As an employer, we are working towards a people first culture and are proud to have been selected as one of Canada's Best Diversity Employers and a Greater Toronto's Top Employer for 2015, 2016, 2017 and 2018. To learn more about our work environment, colleagues, leaders, students and innovative educational environment, visit www.ryerson.ca, check out @RyersonU, @RyersonHR and @RyersonECI on Twitter, and visit our LinkedIn company page.

About the program/department/team

Magnet is a not-for-profit, digital social innovation platform co-created by Ryerson University in partnership with the Ontario Chamber of Commerce in 2014.
Our mission is to accelerate inclusive economic growth for all in Canada by advancing careers, businesses and communities.
We do this by connecting people, businesses and organizations to opportunity through our intelligent matching technology, developed within the DMZ ecosystem at Ryerson University.

We offer a service unlike any other in Canada – or the world. The ways in which we can help drive growth continues to expand.

The opportunity

We are looking for an experienced Translation Specialist who could provide translating services of technical and non-technical information from English into French, and from French into English, for Magnet. As the Translation Specialist you will act as subject-matter expert and provide advice and guidance on communication and language translations activities and bilingualism. You will write, conduct comparative edits, proofread, and translate written a variety of materials.

Qualifications

- Successful completion of a post-secondary degree in Translation or in a related field.
- Certified as a translator with the Association of Translators and Interpreters of Ontario (ATIO) or equivalent professional certifying organization is preferred.
- Bilingualism in French and English is required.
- Minimum 4 (four) years of experience in English French and French English translation in the education sector or a similar field
- Demonstrated experience in technical translation and technical writing in a broad range of disciplines.
- Superior oral and written communication skills in French and English.
- Ability to communicate effectively (oral/written) to a variety of audiences and switch fluently between languages.
- Disciplined and methodical approach to work, paying close attention to detail and with a focus on quality
- Ability to accurately organize translated materials and finalize translation according to prescribed standards including order, clarity, conciseness, style, and terminology
- Strong planning, organizational, multi-tasking, and time-management skills
- Adaptive, flexible and ability to work effectively under stress while meeting strict deadlines
- Strong customer service and problem-solving skills
- Computer proficiency skills including Microsoft applications (Word, Excel, PowerPoint), PDF Maker, e-mail (Outlook), and knowledge of translation software (i.e. XTM, Trados, etc.), including computer assisted translation tools (GDT, Termium, Linguee, etc.).
- Strong ability to work independently and collaboratively within a team environment.

How to apply

To apply, please email your cover letter, resume and a sample of translated work (English to French) by the deadline date to Florence Rousseau at frousseau@ryerson.ca. Please include in the Subject line "Application for Translation Specialist"

Ryerson's commitment to equity, diversity and inclusion

We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications and also reach out to Tracey King, Aboriginal HR Consultant for support during the selection process.

Please watch a message from Ryerson's Vice President, Equity and Community Inclusion for more information on our commitment to equity.

<embed Equity, Diversity and Inclusion at Ryerson University>