



## YORK UNIVERSITY

### Job Summary – CPM (Confidential, Professional and Managerial Employees)

<b>Position Title:</b> Senior Translator (English to French)	<b>CPM Salary Grade:</b> E
<b>Reports To:</b> Senior EO, VP Academic & Provost and Glendon Executive Officer	<b>Job Code:</b> 950482
	<b>Faculty/Department:</b> Glendon

One year contract : October 1<sup>st</sup>, 2025 – September 30, 2026

Hiring Salary Range:\$87,190 - \$94,654 (FTE annual)

Posted until filled.

Please apply on York career portal : <https://jobs->

[ca.technomedia.com/yorkuniversity/?\\_4x1F8B08000000000000FF6D8FB10E83201445FF86D1F89E426160A8C534CE8DB351C186D602014DEADFD734EDE67687F3CEBB37F8D06899131FB58912C8D8CFB389EB6AB51458148C0BD621200876A21DB4F4D4E5802C27E969B6AB716A73C7DC1FF37191AABE5DC8A1720F2D943F36443F9A949AC5BC64D8EFA397BF821F8B45877CF1E803989BED76E7D0D7BD52315FE4CD6D9A56D1B7558EDFF2EBD47E9A7C944ABBF6B24A714815F10CA8AAB33F24270A52AA628600DB5101F6B2951B62B010000&offerid=12900](https://jobs-ca.technomedia.com/yorkuniversity/?_4x1F8B08000000000000FF6D8FB10E83201445FF86D1F89E426160A8C534CE8DB351C186D602014DEADFD734EDE67687F3CEBB37F8D06899131FB58912C8D8CFB389EB6AB51458148C0BD621200876A21DB4F4D4E5802C27E969B6AB716A73C7DC1FF37191AABE5DC8A1720F2D943F36443F9A949AC5BC64D8EFA397BF821F8B45877CF1E803989BED76E7D0D7BD52315FE4CD6D9A56D1B7558EDFF2EBD47E9A7C944ABBF6B24A714815F10CA8AAB33F24270A52AA628600DB5101F6B2951B62B010000&offerid=12900)

#### I. JOB PURPOSE:

Glendon is York University's Francophone and bilingual Faculty and the only institution in southern Ontario where university programs are offered in both French and English. In 2013, Glendon was named the Centre of Excellence of French-Language Postsecondary Education and its current strategic plan includes the strengthening of its bilingual mandate and, as a result, the development of its relationships with French-language colleges, bilingual universities and with the Francophone community of the Centre-Southwest.

Reporting to the Provost's Office (York) and to the Principal's Office (Glendon), the Senior Translator is responsible for translating technical and non-technical written materials from English into French, and on occasion from French into English. The Senior Translator is also responsible for writing, comparative editing, proofreading, translation database management, terminology management, and providing leadership, professional advice and functional guidance for communication activities.

The Senior Translator will work on projects for York University and for Glendon College and will be located at the Glendon campus.

#### 2. MAJOR DUTIES:

##### Translation Service

- Provides high quality language-related services in an accurate and timely manner.
- Provides translation services from English to French, and more rarely from French to English, on documents encompassing but not limited to guides, forms, articles, policy papers, slide presentations, news releases and briefing notes touching upon a variety of

disciplines.

- Provides comparative editing services to ensure that texts translated into French aptly render the intent and nuances of the English originals.
  - Provides French editing and proofreading services to verify terminological accuracy and the quality of style, grammar and spelling.
  - Provides linguistic terminological services for the organization, participates in terminological verification and standardization activities, and answers requests for terminological information from internal staff and external stakeholders.
  - Creates and maintains a terminology data bank to standardize terminology usage.
  - Researches and seeks specialised vocabulary from experts as required.
  - Organizes translated material using computer-assisted translation tools and finalizes translation according to set standards.
  - Creates and maintains translation memories for re-use of existing content and standardization of language.
  - Translates and edits texts in their original format producing an equivalent target product in the same format, including slide presentations, web sites, brochures, etc.
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- Reviews projects required by all departments.
  - Assists with the proofing of printed documents upon request.
  - Ensures that agreed upon deadlines are met.
  - Reviews all documents translated by others and by outside suppliers.
  - Proofreads and approves all French artwork and logos as per defined communication guidelines.
  - Takes total accountability for the quality of the finished product delivered to the customer
  - Completes quality control checks for various documents (source/target comparison) based on specific customer/department instructions.
  - Acts as subject matter expert, providing advice on any area relating to translation and bilingualism.

#### **Student mentoring and supervision**

- Supervises translation work done by students in the context of an internship
- Mentors students as to best practices in the translation industry

#### **Continuous improvement and business development**

- Continually seeks to improve the quality and cost-effectiveness of the service provided. This includes monitoring customer feedback and performance data.
- Contributes to the development and growth of the Translation Services by suggesting and developing new approaches to clients and developing new services.
- Strengthens and enables Glendon's bilingual mandate.

#### **Translation Service's procedures and quality standards**

- Develops and monitors procedures and quality standards to enable the effective functioning of the Translations services.
- Collaborates with other departments to provide high quality, customer-focused services and seamless processes.

#### **Health and Safety**

- Ensures the Translation Services comply with the Health and Safety Policy.
- Contributes to the maintenance of a healthy and safe working environment.
- Takes action to reduce the risk of harm to self and others.

#### **Confidentiality and Data Protection**

- Ensures the Translation Services comply with the Data Protection and IT Security Policy.
- At all times maintains confidentiality, not disclosing to unauthorized persons matters of a confidential nature, for example information regarding staff, workers, customers or service users, translated material or commercially sensitive information relating to York University

- and to Glendon College.
- Ensures that confidential information held both physically and electronically is not accessible to unauthorized persons.

### **3. SUPERVISORY RESPONSIBILITIES:**

This position does not have any supervisory responsibilities

### **4. PERSONAL CONTACTS:**

#### **a. Contacts**

President, Provost, York U Executive Team

#### **Purpose**

To work on York's translation projects and determine priorities

Glendon's Principal

To work on Glendon's translation projects and determine priorities

Glendon Management Team

To work on translation projects

York U executive directors

To work on translation projects

York U Deans

To work on translation projects

## **5. DECISION MAKING:**

The Senior Translator exercises decision-making authority delegated by the Provost and the Principal and is expected to make tactful, sensitive and timely decisions in order to fulfill York's and Glendon's bilingual mandate. The quality of work done by the incumbent can have a serious negative impact on the image of the University.

## **6. DIRECTION RECEIVED:**

Reporting to two offices, the Senior Translator functions autonomously within priorities established by the Provost's Office and Glendon as well as established general guidelines, and the financial and administrative policies and procedures of the University, Glendon College, and government legislation.

## **7. FINANCIAL/BUDGETARY CONTROL:**

This position does not exercise any financial or budgetary control.

### ***Other major accountabilities, e.g., information, materials, buildings, equipment, etc.***

The position will be privy to and have custody of sometimes highly confidential and sensitive documents while in translation and will be required to ensure confidentiality and their security.

## **8. QUALIFICATIONS:**

### ***A. Educational Requirements:***

University degree in Translation or in a related field. Certified translator with the Association of Translators and Interpreters of Ontario (ATIO) or an equivalent professional certifying organization

### ***B. Experience Requirements:***

At least 5 years of experience in English-French and French-English translation in the education sector or a similar field.

### ***C. Skills (Specialized knowledge):***

- Superior oral and written communication skills in French and English.
- Superior translation skills, primarily from English to French. French to English an asset.
- Fully versed in a PC/Microsoft environment using various programs necessary in a translation and communications environment, including computer assisted translation tools.
- Excellent knowledge and background in technical translation and technical writing in a broad range of disciplines.
- Ability to communicate effectively in writing with a variety of audiences.
- Methodical and disciplined approach to work, attention to detail and quality focus.
- Proven planning, organizational and priority setting skills.
- Adaptive, flexible and capable of working effectively under stress.
- Capable of working effectively as part of a team and independently.
- Multi-task oriented
- Excellent people skills
- Creative

- Professional, enthusiastic, dependable, flexible

Please note: This position requires the candidate to produce a verification of degree(s), credentials(s), or equivalencies from accredited institutions and/or international equivalents at the time of interview.

## **9. THE WORK ENVIRONMENT AND THE PHYSICAL/SENSORY DEMANDS:**

Occupies a private office.

The Translator may work on a number of diverse projects simultaneously and is expected to meet deadlines on each to ensure accuracy and timeliness of assigned projects, effectiveness of special events and attention to detail.