

**Oregon State Legislature
Job Description
LPRO ASL Interpreter Student Internship**

Classification Title	Legislative Policy and Research Office (LPRO) ASL Interpreter Student Internship		
Job Code:		Job Family:	
Pay Grade:	N/A – Paid Internship \$17.00/hr	Date Reviewed:	
FLSA Status:	Limited Duration	Date Revised:	8/2026

GENERAL SUMMARY

The Legislative Policy and Research Office (LPRO), created by the Legislative Assembly in Senate Bill 1569 (2016), provides centralized, professional and nonpartisan research, issue analysis and committee management services for the Legislative Assembly.

The **LPRO ASL Interpreter Student Internship** provides an opportunity for students to learn about Oregon’s legislative branch and nonpartisan careers in the legislative environment, specifically the role of an **ASL Interpreter**.

ASL Interpreters work collaboratively with other LPRO staff to:

- Provide ASL interpreting services for legislative committees and other legislatively related bodies, including task forces and work groups.
- Research and prepare for interpreting assignments involving legislative processes, policy concepts, and specialized terminology.
- Collaborate with LPRO and Language Access staff to support accurate and effective communication in legislative settings.

LPRO STUDENT INTERNSHIP OVERVIEW

The LPRO Internship is designed to provide students with exposure to Oregon’s state legislative process, experience performing the functions of a nonpartisan Legislative Analyst or ASL Interpreter, and mentorship to support professional growth.

The LPRO Internship is a limited-duration position. The position is designed for a senior in an interpreting program that requires completion of an internship as part of the program’s graduation requirements.

The work assigned to the LPRO Intern will provide a survey of the essential duties of an ASL Interpreter. An ASL Interpreter Intern will have learning opportunities in interpreting for committee hearings, task forces and work groups, preparation for legislative interpreting assignments, and internal LPRO projects.

The LPRO Intern will work collaboratively with colleagues and their mentor, both of whom will provide professional growth and networking opportunities.

The following are **core objectives for an AS Interpreter Intern:**

- Learn how to provide interpreting services for legislative committees and other legislatively related bodies, such as task forces and work groups.
- Develop and apply interpreting strategies appropriate to specialized legislative settings.
- Increase familiarity with legislative processes, public policy concepts, and specialized terminology relevant to legislative interpreting.
- Develop the ability to research and prepare for interpreting assignments involving unfamiliar or specialized policy concepts and terminology.
- Strengthen ASL interpreting skills, including classifier incorporation, accurate conceptual interpretation of multiple-meaning words, and effective use of space.
- Increase policy subject area exposure through interpreting assignments and preparation across a variety of legislative topics.
- Learn the intersection of the legislative, judicial, and executive branches and how their respective roles and processes affect legislative interpreting.
- Develop effective collaboration, preparation, and communication skills as a member of a legislative interpreting team.
- Develop an understanding of the role of a nonpartisan interpreter and the professional expectations associated with neutrality, confidentiality, and interpreting in a highly political environment.

REPORTING RELATIONSHIPS AND TEAMWORK

The LPRO Intern reports to the supervisor appropriate to the internship track. The ASL Interpreter Intern reports to the American Sign Language Specialist and the Language Access Supervisor and works collaboratively with ASL interpreters and other LPRO staff.

Each LPRO Intern is assigned a mentor who ensures the LPRO Intern receives support and direction throughout the internship. The mentor will:

- Hold regular one-on-one meetings with the intern.
- Communicate clearly, clarify goals and expectations, and provide guidance.
- Provide information and serve as a resource about organizational structure and culture.
- Introduce the intern to key colleagues and contacts, supporting the development of a professional network.
- Provide coaching and reflective discussions and regular performance feedback.
- Complete an evaluation at the end of the internship.
- Conduct an exit interview with the intern.
- Communicate successes and concerns with the university internship program supervisor, as appropriate.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

The intern's role is to learn about and engage in the legislative process, experience a variety of legislative topics, and develop professional relationships.

All LPRO Interns:

- Perform assigned tasks promptly.
- Maintain a high level of professionalism with colleagues and legislators.
- Maintain a nonpartisan demeanor regarding work assignments and interactions with colleagues and legislators.
- Exercise discretion when dealing with sensitive information.
- Communicate with the LPRO Intern mentor regularly.
- Collaborate professionally with LPRO staff.

ASL Interpreter Intern

Under close mentorship, the LPRO ASL Interpreter Intern will have the opportunity to learn about and engage in the following functions of ASL Interpreter work:

- Collaborate in the interpreting team's preparation process.
- Research and prepare for legislative interpreting assignments, including unfamiliar policy concepts and specialized terminology.
- Observe and participate in interpreting for legislative committee hearings and other legislative-related bodies, including task forces and work groups, as appropriate.
- Consult with LPRO staff regarding legislative processes and policy concepts relevant to interpreting assignments.
- Collaborate with other Language Access staff regarding terminology and concepts.
- Practice interpreting strategies appropriate to specialized legislative settings.
- Receive and incorporate feedback from supervising interpreters to further develop professional interpreting skills.

KNOWLEDGE, SKILLS & ABILITIES

The successful candidate will have the following knowledge, skills, and abilities appropriate to their internship track at the start of the internship.

Ability to:

- Prioritize competing demands and meet deadlines.
- Communicate effectively and professionally in person and in writing.
- Maintain attention to detail.
- Maintain confidentiality.
- Remain nonpartisan in a highly political environment.
- Collaborate with LPRO team members.
- Work independently as appropriate to assigned tasks.

Knowledge of:

- American Sign Language (ASL) and spoken English grammar, vocabulary, and syntax.
- Deaf culture, including relevant social norms, history, and values.
- Professional interpreting ethics, including neutrality, confidentiality, and conflicts of interest.
- Specialized terminology relevant to interpreting settings.

Skill in:

- Communicating effectively in both ASL and spoken English.
- Preparing for interpreting assignments, including researching unfamiliar concepts and terminology.
- Working collaboratively as part of an interpreting team.
- Receiving and incorporating feedback to further develop interpreting skills.
- Computer applications, including the Microsoft suite.

MINIMUM QUALIFICATIONS

The candidate must meet these minimum qualifications:

- Senior student enrolled in an interpreting program at a qualified educational institution.

OTHER REQUIREMENTS

- Strong desire to learn the legislative process through hands-on experience.
- Ability to work effectively in a nonpartisan role and serve individuals with differing political and policy perspectives.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment, on-site and remote.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.