

MANUAL		SECTION			NUMBER
Student Employment Office Human Resources Department		Student Job Description			PAGE
					REVISED
SUBJECT		RANK	GROUP	CBC	PHYSICAL
<i>Language Laboratory Aide</i>		x363	III		

DEFINITION:

Under the limited supervision of staff or faculty employee, a student usually performs all or part of the following duties:

- (a) Assumes responsibility for checking student photo I.D.'s and fee cards to make sure that students are currently enrolled, so that they may check tapes out of the Language Laboratory.
- (b) Is responsible for checking all necessary information on checks and money orders before accepting them for Language Laboratory fees.
- (c) Maintains detailed records of pretaped lessons checked out of and returned to the Language Laboratory for offsite use.
- (d) Operates a Recordex 1/7 position master/slave highspeed tape duplicator and handle periodic machine and/or tape malfunction.
- (e) Assists in keeping an adequate supply of pretaped lessons for both onsite and offsite use.
- (f) Determines which University Personnel are authorized to have copies of which tapes and instructs them on requirements and restrictions.
- (g) Operates the two types of thirty position language laboratory consoles and explains their uses and functions to instructors.
- (h) Explains the function and use of each of the two types of student booths to students and instructors and assists students in obtaining their foreign language lesson.
- (i) Loads and troubleshoots the automatic lesson reel to reel decks.
- (j) Performs other related duties as assigned.

BASIC QUALIFICATIONS:

Completion of two years university course work in a foreign language. Experience (preferred) working with detailed record keeping; experience (preferred) and ability to deal tactfully with the public and working under pressure at a fast pace; reasonable legible handwriting.

QUALIFICATIONS FOR STARTING AT STEP B:

One additional year of comparable experience.