Language Laboratory Aide

DEFINITION:

Under the limited supervision of a 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 pre-taped lessons checked out of and returned to the Language Laboratory for offsite use.

(d) Assists in keeping an adequate supply of pre-taped lessons for both onsite and offsite use.

(e) Determines which University Personnel are authorized to have copies of which tapes and instructs them on requirements and restrictions.

(f) Operates the two types of thirty position language laboratory consoles and explains their uses and functions to instructors.

(g) 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.

(h) Loads and troubleshoots the automatic lesson reel to reel decks.

(i) Performs other related duties as assigned.

BASIC QUALIFICATIONS:

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

QUALIFICATIONS FOR STARTING AT STEP B:

One additional year of comparable experience.