

MANUAL  Student Employment Career Services	SECTION  Student Job Description	PAGE 1/1 REVISIED 5/21
SUBJECT  <b><i>Language Laboratory Aide</i></b>	RANK  x363	GROUP  III

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.