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 IDs and fee cards to ensure current enrollment, enabling students to check tapes out of the Language Laboratory.

(b) Verify 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 onsite and offsite use.

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

(f) Operates both types of thirty-position language laboratory consoles and provides explanations of their uses and functions to instructors.

(g) Explains the function and use of each type of student booth 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) Carries out additional tasks as needed.

**BASIC QUALIFICATIONS:**

Completion of two years of university coursework 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.

**LEARNING OUTCOMES**: 

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
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- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.
- Actively contribute to inclusive and equitable practices that influence individual and systemic change.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Have attention to detail, resulting in few, if any, errors in their work.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Navigate change and be open to learning new technologies.
- Manage technology appropriately.
- Quickly adapt to new or unfamiliar technologies.

*Learning outcome descriptions from the National Association of Colleges and Employers (NACE).*