

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT Language Laboratory Aide	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 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 \(NACE\)](#).