Title: Coordinator, Language Laboratory

Essential Function

Under general supervision from a designated administrator, operate and maintain the Language Laboratory for a college or department.

Characteristic Duties

- Provide daily management of Language Lab Operations.
- Select, train, supervise and evaluate student assistants.
- Perform services such as assisting faculty and students with the use of materials, dispensing materials and providing lab information and duplicating cassettes or encoding audio/visual programs to digital files.
- Catalog and maintain collection of media resources (i.e., audiocassettes, videotapes and digital files).
- Provide maintenance and repair of equipment as needed.
- Recommend new equipment purchases and/or remain current on digital lab software.
- Maintain department reports and records on lab activities; recommend changes and improvements to insure consistent and efficient operation of lab.
- May maintain department budget and act as liaison to faculty and university committees.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Foreign language background is required.

Last updated: 4-12-07

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