



Job Description

Job Title:	Language Lab Coordinator	Grade:	K
Department:	Foreign Language and Academic EFL/ESL	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The Language Lab Services Coordinator will be responsible for assisting the Director in coordinating services in the Language Lab for students and managing operational activities.

Characteristic Duties and Responsibilities:

1. Oversees the Language Lab in the absence of the Director; identifies and notifies the Director of potential challenges.
2. Makes recommendations regarding practices and procedures within the lab.
3. Monitors and initiates orders for necessary supplies.
4. Notifies and serves as the liaison to the IT department to resolve computer related issues.
5. Researches and advises in the consideration and selection of software for the lab.
6. Works with faculty to create computer exercises for students and trains lab personnel as appropriate.
7. Operates and trains other personnel on lab management software system.
8. Trains new lab assistants on lab procedures and practices.
9. Assigns and oversees lab assistants' tasks and performance.
10. Troubleshoots problems relating to on-line lab manuals.
11. Monitors and recommends necessary updates to the Language Lab's website.
12. Maintains the LABTEAM Sharepoint website.
13. Assists with activities and tasks to promote the use of the Language Lab.
14. Prepares and submits the referral reports for audit purpose.
15. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Director, Language Learning

Direction Given: May be responsible for providing directions and supervision to part-time or temporary workers or students



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Minimum Requirements:

Associate's Degree from a regionally accredited institution in a college transfer program or a related course of study; 2 years of work experience in an administrative capacity in a higher education environment

Preferred Qualifications:

Bachelor's Degree from a regionally accredited institution in English

Knowledge, Skills, Abilities and Worker Characteristics:

Proficient in using Moodle and Blackboard to assist faculty and students

Excellent written and oral communications skills

Strong listening and verbal communication skills

Computer skills including knowledge of web content management

Supervisory skills

Ability to work with individual from diverse cultures

Working Conditions:

Office and lab environment; infrequently lifting and carrying items up to 10 lbs.; infrequently traveling between buildings on campus or to other campuses; infrequently twisting or bending at the waist or reaching overhead; frequently listening to and talking with students, faculty and other staff members; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone