

JOB TITLE	Student Assistant in Language Lab
DEPARTMENT NAME	Language Learning Center
JOB LOCATION	Denny Hall Room 112
CONTACT/SUPERVISOR	Larry LeSage
PHONE NUMBER	206 543-8160
EMAIL ADDRESS	lesage@u.washington.edu
BOX NUMBER	353140
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [x] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [x] Acad Yr: up to 19 hrs/wk [x]
RATE OF PAY	\$8.07-\$11.00 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Must be willing to assume responsibility for student services, particularly in the absence of staff members during evenings and weekends. Will be trained in the operation of electronic language lab and computers. Will help at service windows enabling students to listen to language resources as well as make duplications of materials. Will be responsible for securing lab at end of shift.

Minimum Qualifications:

Experience with audio/video equipment or computer labs is desirable. Must be able to learn new procedures and follow established guidelines attendant with this type of work. The ability to make independent decisions based on guidelines is necessary. Must have a proven record of promptness and reliability.

Educational Benefits:

This position provides an opportunity to work with audio, video, and computer technologies. The development of relevant work experience in a technological setting providing customer service is valuable.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
 51% Comp. to Classified: Yes [] No []
 State [] Federal []
 Open [] Closed []

JOB NUMBER:

11LALC01

JOB CATEGORY:

ARTS/MEDIA