

<b>JOB TITLE</b>	Language Resource Center Assistant
<b>DEPARTMENT NAME</b>	Interdisciplinary Arts and Sciences, UW Tacoma
<b>JOB LOCATION</b>	Tacoma
<b>CONTACT/SUPERVISOR</b>	Cynthia Duncan
<b>PHONE NUMBER</b>	253-692-5859 (Complete 10-digit number)
<b>EMAIL ADDRESS</b>	cyduncan@u.washington.edu
<b>BOX NUMBER</b>	358436
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]      Sum & Acad Year [ ]      Acad Year Only [ X ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ ]      up to 19 hrs/wk [ ]      Acad Yr: up to 19 hrs/wk [ X ]
<b>RATE OF PAY</b>	\$10.00 per hour (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**

Supervise students working in the Language Resource Center – check out tapes, software, books for in-house use, assist students with problems related to use of software, VCRs, audio tape players, make sure computers are in working order, report problems to appropriate people. Catalogue and inventory materials and equipment.

**Minimum Qualifications:**

Ability to work all of the equipment in the LRC; computers, VCRS, audio players. Ability to use computer, familiarity with basic software programs. Second language knowledge helpful, but not required. Good people skills, organizational skills, good judgment and ability to handle responsibility.

**Educational Benefits:**

Exposure to foreign languages, opportunity to learn and practice on the job; exposure to and training with foreign language software, videos, audiotapes. Opportunity to learn more computer skills.

**OFFICE USE ONLY**

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

**JOB NUMBER:**

11TACO17

**JOB CATEGORY:**

ARTS/MEDIA