

## Work Study Job Description

<b>Job Title</b>	Student Assistant
<b>Department Name</b>	Language Learning Center
<b>Job Location</b>	Denny Hall Room 112
<b>Pay Rate</b>	\$9.32 - \$10.50
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Larry LeSage
<b>Phone Number</b>	206 543-0536
<b>Email Address</b>	lesage@uw.edu
<b>Website</b>	depts.washington.edu/lc/
<b>Box Number</b>	353140

### Nature of Organization

The Language Learning Center provides services and resources to advance language study and instruction. The center consists, in part, of two drop in computer labs with an additional 3 computer classrooms.

### 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.

**How to Apply**

Email Larry LeSage at [lesage@uw.edu](mailto:lesage@uw.edu).

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Job Number: LALC01 | Job Class: 0875 | Category: Technology | 51% Comp. To Classified: y | Program:  
Federal