



Job Specification

Job Title: Coordinator, Language Lab
BCAT Code: 400X AZ
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

The coordinator of the LARC is responsible for all operations of the Language Acquisition Resource Center. The duties and responsibilities include equipment and software evaluation and selection, student and graduate assistant hiring and evaluation, faculty and student technology training, etc.

Examples of Duties

- Works with faculty to integrate technology into their curriculum. Train faculty on the use of the technology in the LARC. Assist faculty with technology-based examination design and implementation. Multimedia record, online publication, class materials development, etc, generate reports on student LARC use at faculty request
- Develops and update policies and procedures for the LARC. Include the assessment of security needs, pedagogical needs, staffing requirements, faculty use polices and the implementation of resultant procedures.
- Supervises graduate and student assistants, hiring and evaluating candidates.
- Coordinates student tutoring.
- Facilitates effective communication between all members of the LARC staff.
- Maintains equipment and materials (computers, VCR's, tap players, satellite reception, video materials; ordering replacement parts, or supplies
- Works with technical support in CAS and IS&T to coordinate timely response to critical support needs
- Tracks and analyze LARC usage statistics,
- Create reports on sage and LARC activities for forecasting and planning as well as for MCL administrative purpose
- Provides research and writing internal and external grants to secure funding for LARC projects, technology upgrades, multi-media project development.
- Provides detailed documentation of new and best-practices in language technology.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to communicate effectively, both written and orally.
- Supervisory experience
- Knowledge of various computer equipment, word processors, spreadsheets, databases, and other software packages.
- Effective oral, interpersonal, and written communication skills.
- Effective time management skills.
- Effective organizational skills.
- Ability to supervise others

Minimum GSU Hiring Standards

Bachelor's degree and two years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.