Director, Foreign Language Lab

Job Code 00001526

General Description
Responsible for directing and supervising foreign language lab operations.

Example of Duties
Interview, hire, and train student workers.
Coordinate work schedules.
Maintain time sheets.
Submit payroll.
Catalog and maintain inventory of lab.
Maintain lab accounts for payroll, repairs, and purchase orders.
Install, operate, and maintain lab equipment.
Purchase lab hardware and materials.
Provide technical assistant to faculty.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Outside agencies and vendors; UPPSs; foreign language lab resource materials; basic math.

Skill in: Effectively directing the work of others and motivating output; supervising others; interacting courteously with others.

Ability to: Understand policy and procedure manuals and instructions; complete forms and memos; troubleshoot problems; install, operate, and repair computer equipment.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements