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**