

Language Center Consultants' primary duties are:

Man the front desk, sign users in and out, hand out and keep track of material, answer questions and provide assistance to students and faculty (i.e. typing in a foreign language; using Audacity to record one's voice), troubleshoot simple computer problems. Also, set up the Lab for incoming classes and lab sessions.

Secondary duties are:

Scan documents, prepare simple tutorials on how to do things in the center, research the web for information, upload and resize pictures in Photoshop, upload audio files, type or read information in a foreign language if applicable.

NB: We provide training on all specific tasks mentioned above.

Requirements/Special skills:

Requirements: Knowledge of Microsoft Office, willingness to learn how to perform the aforementioned tasks.

Highly preferred: Knowledge of one or more of the following foreign language: Chinese, Japanese, French, German, Spanish, Russian, Arabic, Portuguese, Hebrew.

Preferred: Knowledge of Mac OS X and Windows 7, and Photoshop.