



**University of Houston-Downtown
Job Description**

Job Title: Coordinator, Foreign Language Lab
FLSA Category: Exempt
Grade: 23
Job Code: 3103

DUTIES

Job Summary: Develops instructional materials, curricula, and technology for foreign language programs and facilities student use of lab

Duties and Responsibilities:

- Develops instructional materials and curricula
- Researches new technology to assist in teaching languages
- Performs student tutoring
- Trains students and faculty in use of lab technology
- Coordinates classroom and laboratory learning
- Generates reports summarizing lab activity
- Works with lab software vendor on software maintenance
- Tutors and assist students in foreign language skills

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: Baccalaureate Degree, preferably a BA in Spanish. Masters degree is a plus. Proficiency in written and verbal Spanish. Ability to tutor elementary and intermediate French.

Experience: Minimum of 6 months

Licenses/Certifications: None Required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions	Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.
Physical Effort	Position is physically comfortable; individual has discretion about walking, standing, etc.
Physical Risk	Work environment involves minimal exposure to physical risks.