



TITLE	CLASSIFICATION	SALARY GRADE
PROGRAM ASSISTANT, STUDY ABROAD/LANGUAGE LAB	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE:		2014/15 Classification Review

JOB DESCRIPTION:

Under direction, coordinates the day-to-day operation of a laboratory; assists in the preparation of instructional materials for use or laboratory demonstration; and performs related work as required.

SCOPE:

The Program Assistant, Study Abroad/Language Lab has in-depth knowledge of equipment and materials in the instructional area to which assigned; responsibilities are discharged with demonstrated expertise and authority.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Facilitates Study Abroad informational meetings and student receptions.
2. Assists, advises and/or refers students to appropriate resources regarding program requirements, financial risks, budgeting, passports and visas, and the financial aid process.
3. Processes forms and documentation; determines eligibility and enrolls students in program; provides students with visa letters; initiates registration process; ensures that all requirements have been completed.
4. Collaborates with SRJC's Study Abroad partnership company, other departments and institutions in the consortium; maintains class lists of SRJC participants.
5. Creates and updates forms and information for Study Abroad; updates website.
6. Assists in coordinating scholarship selections.
7. Coordinates daily laboratory schedules, services and staff; ensures efficient operation of a laboratory.
8. Troubleshoots and resolves laboratory-related problems and issues.
9. Ensures appropriate maintenance and documentation of laboratory usage records, equipment purchases and service records, and other relevant documentation.
10. Assists students and instructors with problems and demonstrates techniques and the use of specialized equipment.
11. Instructs students on appropriate materials and equipment, including computers and software; maintains inventory of assigned lab.
12. Maintains materials, equipment and knowledge in Modern and Classical Languages in order to provide students with the most applicable information.
13. Attends departmental and administrative meetings to coordinate laboratory services. Monitors laboratory budget.
14. Ensures security of laboratory and equipment; ensures availability of laboratory materials for instructors and students; maintains inventory of materials and equipment.

KEY DUTIES AND RESPONSIBILITIES – Continued

15. Uploads audio materials onto laboratory computer system for various class assignments.
16. Performs administrative duties as required.
17. Hires, supervises and schedules student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Support the activities of the Study Abroad program and the operation of the language laboratory; assist students and faculty; use and demonstrate the specialized instruments and equipment in the area to which assigned; communicate effectively in English; follow and give oral and written directions; identify problems and recommend solutions; work independently with a minimum of supervision; maintain records; maintain cooperative working relationships; demonstrate a sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Tasks associated with planning of programs, events and projects; standard office productivity software; fundamentals, terminology, techniques, equipment and materials in area assigned; materials, tools and equipment to be used in the laboratory setting;; skills in establishing and maintaining effective public relations.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Completion of two years of college-level coursework.

Experience:

Some related experience; work in an educational setting preferred.