General Description
Coordinates all operations of the Language Acquisition Resource Center (LARC), such as the equipment and software evaluation and selection, the student and graduate assistant hiring and evaluation, faculty and student technology training, etc.

Examples of Duties
- Works with the faculty to integrate technology into their curriculum; trains faculty on the technology used in LARC; assists faculty in technology based examination design and implementation, such as multimedia recording, online publication, class materials development, etc.
- Generates reports on the LARC use by students upon faculty request.
- Develops and updates LARC policies and procedures, such as the assessment of security needs, pedagogical needs, staffing requirements, polices, and the implementation of procedures.
- Supervises the graduate students and student assistants, hires and evaluates candidates.
- Coordinates student tutoring; facilitates effective communication between LARC staff members.
- Maintains equipment and materials, such as computers, satellite receptions, video materials; orders replacement parts, or supplies.
- Works with the technical support in the College of Arts and Sciences (CAS) and Information Systems and Technology (IS&T) to coordinate the timely response to critical support needs.
- Tracks and analyzes the statistics of the LARC use; creates reports on the LARC use and activities for forecasting and planning purposes as well as for the administrative purpose of the Modern Classical Languages (MCL) department.
- Researches and writes internal and external grants to secure funding for LARC projects, technology upgrades, and multi-media project developments.
- Provides detailed documentation of new and best practices in language technology.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of various computer equipment, word processing, spreadsheets, databases, and other software packages.
- Effective time management skills.
- Effective organizational skills.
- Effective oral, interpersonal, and written communication skills.
- Supervisory skills.
- Ability to supervise others.
- Ability to communicate effectively, both written and orally.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.