

Language Learning Hub Assistant Job description

Summary

The **Language Learning Hub** (LLH) is a busy resource centre within the School of Modern Languages and Applied Linguistics (MLAL). Much of the work will involve dealing with language students and MLAL staff. The LLH provides resources in many different media and in many different languages to learners, teachers and researchers in languages and cultural studies.

Skills required

- Interest in and enthusiasm for languages and cultural studies
- Punctuality and reliability
- Excellent organisational and communications skills
- Ability to work independently
- Excellent accuracy in writing (spelling, grammar, punctuation)
- Good IT skills, including good working knowledge of Word and Access
- Good knowledge of audio-visual equipment
- Ability to communicate in other languages e.g. Irish, Spanish, German, etc.

Duties

- Ensuring that the Language Learning Hub is kept tidy at all times
- Helping language learners to improve their language skills through video and audio material, books, and other material
- Handing out material to students and lecturers
- Ensuring all material is accounted for and signed out (updating the borrowing databases)
- Assisting lecturers and students in locating relevant/required material
- Assisting staff with equipment (camcorders, interactive white board, scanner, audio lab, data projector etc.)
- Assisting students with computer queries and general language learning software
- Copying audio-visual material
- Making photocopies and scans of documents, leaflets, bookmarks, signs, tickets, name cards, etc.
- Covering breaks and lunches

(Interested students can also choose to act as Language facilitators for discussion groups or one-to-one sessions in Spanish)

Other information

As it is important to be distinguishable from students while working in the LLH, there is a semi-formal dress code, i.e. no trainers, tracksuits, etc

Contact

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