Description of current student employment opening(s)*

Technology and Language Specialist
Culpeper Language Learning Center
Modern Languages, Literatures, and Cultures

*If you have skills and/or interest in technology and languages, this may be the position for you. As a Technology and Language Specialist you will support the use of technology for language learning and other contexts, run the day-to-day operations of the Center, and participate in various initiatives to support and encourage the use and acquisition of languages. Please see duties and expectations below, duties and expectations for each student worker will vary.

Number of Positions Available: 2 (at time of posting)

Start Date: Preferably candidate(s) would begin in January term.

Deadline: Wednesday, January 21, 12pm, or as filled
(Applicants who have submitted required materials for application by the deadline will receive first priority, after which other applicants will be considered as needed. The act of applying for a position does not guarantee you will be hired.)

Required Application Materials: Email Jeremy Robinson (Director of the Center) the following materials at jrobins3@gustavus.edu

1. Statement of interest/intent
2. Résumé.

Desired Skills

• Hard working, honest, and reliable.
• Exemplary communication and customer service skills.
• Fluency, experience, and/or interest in one or more languages (in addition to English)
• Especially interested in students who have intermediate to native level skills in Chinese, German, French, Japanese, and/or Russian.
• Comfortable using new technologies. (Center is primarily Mac and web based)
• Ability to effectively work alone and still stay on task, while also communicating asynchronously with team members.

If you are interested and don’t feel you have the desired skills, please don’t hesitate to ask questions or apply. Many skills can be taught and gained through your work in the Center.

Duties and Expectations

• Assist students, faculty, and staff with technology questions and needs.
• Continuously develop skills through formal and informal training and exploration.
• Develop projects to support and encourage the use and acquisition of languages.
• Work effectively to complete tasks and projects on one of our three teams. (Activities and Publicity, Resources and Documentation, and Human Connection teams)
• Keep the Center orderly and clean.
• Prepare and run events as needed.
• Expected to be on time, work hard, and stay focused on Culpeper tasks. (The expectation is to not complete outside homework during shifts.)
• Manage equipment and resources including check-in and check-out of center materials.
• As time permits develop your skills in other languages.
• Other varied expectations and duties and tasks as needed.

Please note that duties, expectations, and responsibilities will vary from one student worker to another and will likely change throughout your experience working at the Culpeper Language Learning Center.

Please contact Jeremy Robinson, Director of the Culpeper Language Learning Center, with any questions or for more information.

• Phone: 507-933-6248
• Email: jrobins3@gustavus.edu

*Please note applicants must be a current student at Gustavus Adolphus College, also note that freshman transfers or splits from another department may or may not be allowed.