

# THE CATHOLIC UNIVERSITY OF AMERICA

**Modern Languages Media Specialist (full-time, 35 hours/week)**

**Modern Languages and Literatures**

**Position 101589**

**Position Summary:** The Modern Languages Media Specialist provides essential support to key functions in the Department: placement and oral testing, technology integration in language instruction, training of faculty and students, and departmental tech support

**Essential Responsibilities Include:** Spearhead the integration of new technologies in language instruction. Train faculty and students on the uses of technology for foreign language teaching and learning. Provide technical and administrative support for our online placement tests and oral testing in all 100 level classes. Maintain and develop departmental collections of digital media. Hire, train, and manage work study staff (approx. 15 students). Manage and maintain our media learning center, smart classroom and departmental computing resources. Serve as a liaison to technology services, collaborate with other departmental staff. Assess hardware and software problems, implement basic solutions, and coordinate repairs with university tech support.

**Minimum Qualifications:** A Bachelor's of Arts Degree in a modern foreign language, applied linguistics, foreign language education, or instructional technology, and at least 2-3 years as a secondary or college level language instructor. Experience using digital tools for second/foreign language learning. Knowledge of computer hardware, network architecture, and popular software packages for word processing, spreadsheet and database applications, html, Java, social media. Familiarity with language pedagogy, second language acquisition. Strong interpersonal skills with ability to work collaboratively and independently. Ability to work in a multilingual, multicultural team environment.

**Preferred Qualifications:** Master's Degree is strongly preferred.

**How to apply: forward application, resume, cover letter and salary requirements** (salary expectations are considered part of application process): [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position 101589 in subject line of email. This position is open until filled.

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