



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

Modern Languages and Literatures

Position 102093

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, website management, 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. Manage and maintain our media learning center, smart classroom and departmental computing resources. Assess hardware and software problems, implement basic solutions, and coordinate repairs with university tech support. Maintain and update our MLL website. Hire, train and manage work-study students who staff the media language center. Assess media and equipment needs of the Department and make purchases. Serve as a liaison to technology services and collaborate with other departmental staff. Maintain current knowledge of technology and language instructional practices

Minimum Qualifications: Bachelor's Degree in a relative field. Preferred experience in teaching as a secondary, college level language instructor or serving in a language center or equivalent resource center.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102093 in subject line of email. Please do not include photos on resumes and save documents with first/last names. All applicants must be supportive of the mission and vision of *The Catholic University of America*. Open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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