

MUSKINGUM UNIVERSITY

POSITION TITLE: World Language Assistant

POSITION REPORTS TO: Chair of the World Languages Department

POSITIONS REPORTING TO THIS POSITION: None

FUNDAMENTAL OBJECTIVE OF THIS POSITION: To improve learning outcomes related to listening skills, speaking skills, and inter-cultural understanding for language students enrolled in FREN/GERM/SPAN 111, 112, 211, 212, 251 and 291 courses

Outlined below are the primary departmental tasks that Language Assistants in the World Languages Department are charged with carrying out in 2023-24 under the supervision of language faculty in the context of their 6-credit hour internships (IDIS 300) each semester:

RESPONSIBILITIES:

- assisting with French/Spanish 111/112 (Beginning) by assisting the supervising professor with classroom activities and/or weekly small group sessions
- assisting with French/Spanish 211/212 (Intermediate) by meeting students in weekly small group sessions
- teaching one-credit Spanish 251 and 291 (Beginning and Advanced Language Table) classes (with full course responsibility) under the direction of supervising faculty
- preparing and/or correcting learning materials and planning lessons as directed by supervising professor(s)
- assisting with World Languages co-curricular programming
- taking part in the language tutoring during weekly office hours
- attending all Language Assistant meetings and training workshops, and undergoing teaching performance observations and evaluations
- maintaining and submitting attendance records and skills assessments
- completing other tasks as assigned by supervising faculty

The above statements reflect the general duties and responsibilities necessary to describe the major functions of the position and should not be considered a complete description of the essential functions of the position. It is not intended to be all inclusive and the employee will perform other reasonable related duties as assigned by the immediate supervisor. Responsibilities consist of 15 hours per week during the 16 weeks of each academic semester (this includes the week of final examinations) for a total of 32 weeks per academic year.

SKILLS/REQUIREMENTS FOR THIS POSITION:

- Excellent oral and written communication skills
- Recommendation by the home university

EMPLOYEE SIGNATURE

DATE