

Latin American, Latino, & Caribbean House (LALAC House) Fellow
Position Description
Last Updated 10/17/2017

Supervised by:

Renata Baptista, Acting Assistant Dean and Advisor to Latinx Students, Office of Pluralism and Leadership

Residential oversight:

Lauren Oliver, Assistant Director of Residential Education for LALAC House

Logistical oversight:

Katharina Daub, Associate Director for Academic Initiatives, First-Year Programs, and Living Learning Communities, Residential Education

Collaborates with:

LALAC House team
LALAC House UGA
Campus partners

Latin American, Latino, & Caribbean House – General Information

The residential and academic purpose of Latin American, Latino, & Caribbean (LALAC) House is to provide a residential and educational environment devoted to the exploration and expression of traditional and contemporary aspects of Latin American and Latinx intellectual, social and cultural life. To learn more about the LALAC House, please visit:

<https://students.dartmouth.edu/living-learning/communities/identity-based-communities/latin-american-latino-caribbean-house>

Position Details:

The LALAC House Fellow facilitates integrative learning that fosters academic, social, and personal growth of residents. Additionally, the Fellow designs and facilitates intersectional and educational house-specific programs that reflect the spirit of the community.

The Fellow is expected to:

1. Attend the orientation and training offered by Residential Education for Live-In Advisors prior to the new academic year. Attend termly trainings, dates for which can be found here: <https://students.dartmouth.edu/living-learning/get-involved/how-get-involved/llc-live-advisors>
2. Meet weekly 1:1 with supervisor.
3. Communicate regularly and effectively with all members of the LALAC House team, including attending weekly Advising Team Meetings.
4. Hold a minimum of 3 weekly advising hours, preferably during the evening or on the weekend when other campus offices are closed. Be creative with this so as to actually meet the students where they are at and connect with them.
5. Attend monthly meetings for advisors/live-in advisors.
6. Program Administration
 - a. Design and facilitate a weekly program (Sunday 6pm dinner) for LALAC House residents designed to meet one or more LALAC House learning objectives.
 - i. The Fellow is the person responsible for bringing the programmatic and intellectual engagement into the weekly LLC gathering with residents.

- b. Collaboratively facilitate programs, initiatives, and community events for LALAC House. In addition to being in attendance at and coordinating all Sunday dinner discussions, coordinate at least 3 community/intellectual engagement events with residents per term.
 - c. On a termly basis (pre-term and throughout the term), provide written program planning and progress reports.
 - d. Budget management. Assist in the allocation of funds to support planned programs, within the guidelines of Dartmouth College.
 - e. Update and maintain calendars, marketing materials, OrgSync, etc.
 - f. Administer program assessments.
7. Resident Advising
 - a. Provide counsel, advising, referral, and resources for residents regarding personal matters.
 - b. With UGA, AD, and supervisor, establish goals for community-building and direct, coordinate, support, and evaluate students' participation in and commitment to the LALAC House program.
8. Strategic Collaboration
 - a. Collaborate with Latin American, Latino, & Caribbean Studies, campus offices, and other relevant academic departments and centers to foster the academic component of the house.
 - b. Collaborate with residents to maintain residential facilities. Communicate with Office of Residential Life staff about damage, vandalism, and facilities problems.
9. Participate in the termly resident selection process for LALAC House.
10. Provide feedback on UGA applications to LALAC House.
11. Other responsibilities as required. Responsibilities could change depending on the needs of the program.

Time Commitment:

The LALAC House Fellow is expected to contribute 12-15 hours each week to the responsibilities of the position. This includes fall, winter, spring, and summer terms as well as interim periods. For example, a week may include: 2 hours of email/admin, 3 hours of program planning, 3-4 hours of student advising, 1-2 hours of meetings with LALAC House team, UGA, AD, and/or supervisor, and 3-5 hours of program attendance.

This position is a live-in role. Time away, including weekends and interim periods, should be requested from supervisor. The Fellow should not be away from campus for more than a week and a half during the academic term. It is an expectation for the Fellow to be present at all Sunday dinners, and a request for a day off and time away must be submitted to supervisor and approved at least two weeks in advance. Given that Sunday dinners are a significant part of the house program, the Fellow should not miss more than two dinners/term, if any.

Qualifications Required:

Skills & Knowledge

- Demonstrated commitment to personal and departmental integrity, creativity, collaboration, initiative, multicultural education, and professionalism.
- Demonstrated knowledge of Latinx histories, identities, politics, and cultures.
- Strong organizational and problem-solving skills.
- Advisory and/or leadership ability.
- Excellent communication, collaboration, listening, and interpersonal skills.

- Demonstrated ability to foster positive and productive relationships with all campus constituencies, including institutional leaders, faculty, staff, alumni, students, and parents and families.
- Demonstrated cultural competence; proven effectiveness in serving the needs of a diverse undergraduate student population.
- Ability to balance competing demands under pressure.
- Familiarity with budget administration.
- Ability to adapt personal and professional schedule to the College's year-round calendar.

Experience

- Working with (and advocating on behalf of) Latinx young adults.
- Collaborating with student staff.
- Crisis management, community activism, or collegiate teaching experience.

Education & Availability

- Master's degree in Higher Education/Student Affairs/Student Personnel Administration, Ethnic Studies, LGBTQ Studies, Women's and Gender Studies, social justice field, or related disciplines.
- Ability to serve in role for full academic year (with possible renewal for additional years).

Qualifications Preferred:

- PhD in Ethnic Studies, LGBTQ Studies, Women's and Gender Studies, social justice field, or related disciplines.
- Experience working in a higher education or residential setting.

Compensation:

- Two bedroom Fellow Apartment in LALAC House with bathroom, kitchen, and living room including furniture but no linens/kitchenware.
 - The apartment comes with utilities, Wi-Fi and individual hardwired Ethernet service, free local and domestic long distance telephone and voicemail services (Fellow provides telephone), and access to broadcast television through a set-top box (Fellow provides television).
 - The living space is available year-round as long as the Fellow will be continuing in the position, and barring renovation or large-scale maintenance projects. Otherwise, occupancy of these accommodations will end at the completion of the appointment as Fellow. The move-in and move-out dates are coordinated with the Office of Residential Life.
 - The Fellow is responsible for keeping the residential space clean and well maintained.
- Pets are not allowed.
- A parking spot is located adjacent to the apartment and a parking pass needs to be purchased from the Parking Office.
- Mail may be received at your department's Hinman Box or you may purchase at PO Box in town.
- Appointments are for one academic year, renewable with annual review.