

La Casa Resident Advisor  
Position Description  
Last Updated 3/20/2018

Reports to:

Faculty Advisor(s) of La Casa  
Silvia Spitta, Chair of the Spanish & Portuguese Department  
Theodore Stratton, Assistant Director of Residential Education working with La Casa  
Katharina Daub, Associate Director for Academic Initiatives, First-Year Programs, and Living Learning Communities, Residential Education

Collaborates with:

La Casa team  
La Casa Undergraduate Advisors (UGAs)  
Campus Partners

La Casa – General Information:

La Casa provides an academic, cultural, and social immersion for students interested in studying Spanish cultures and languages. To learn more about La Casa, please visit:

<https://students.dartmouth.edu/living-learning/communities/language-communities/la-casa>

Position Details:

The Resident Advisor for La Casa will plan, coordinate, schedule, and implement academic, cultural and social programming taking place in La Casa and sponsored by the Spanish & Portuguese Department, student organizations, academic departments and administrative offices at Dartmouth.

The Resident Advisor is expected to:

1. Attend the orientation and training offered by Residential Education for Live-In Advisors prior to the new academic year.
2. Attend monthly meetings for advisors/live-in advisors.
3. Communicate regularly and effectively with all members of the La Casa team, including team meetings.
4. Work closely with the La Casa team and La Casa UGA by participating in the development and implementation of programming, including but not limited to:
  - a. Support event planning (provide weekly engagement)
    - i. Sunday dinner
    - ii. Weekly tea time
    - iii. Thrice termly, additional cultural or language programming
  - b. Attend events
  - c. Update and maintain calendars, marketing materials, etc. including OrgSync, used to market events and record attendance
  - d. Assess student engagement
5. Budget management. Assist in the allocation of funds to support planned programs, within the guidelines of Dartmouth College.
6. On a termly basis, provide written program planning and progress reports.
7. Participate in the termly resident selection process for La Casa.
8. Provide feedback on UGA applications to La Casa.

9. Other responsibilities as required. Responsibilities could change depending on the needs of the program.
  - a. **The individual in the La Casa Resident Advisor role holds additional responsibilities as assigned by the Spanish & Portuguese Department, for which the individual is separately compensated.**

Time Commitment:

The Resident Advisor is expected to dedicate 8-10 hours each week to the responsibilities of the position. This includes fall, winter, spring, and summer terms as well as interim periods. The hours could include meetings, event planning, events, office hours, 1:1 conversations with residents, etc. This position is a live-in role. Time away, including weekends and interim periods, should be requested from supervisors. **The additional departmental responsibilities are not included in these hours.**

Qualifications Required:

- fluency in Spanish
- ability to engage residents in language and cultural learning
- strong interest in international political, social, and cultural issues
- some global experience including travel and/or living in another country
- experience with people from a variety of racial, ethnic, and religious groups
- faculty member at Dartmouth or post-doc at Dartmouth or enrolled, full-time graduate student in Arts and Sciences, Medical, Thayer, or Tuck School and in good academic standing at Dartmouth or hired via existing collaboration with non-Dartmouth institutions or Dartmouth entities
- possess strong organizational and interpersonal skills and a high level of personal and intellectual maturity
- ability to serve in role for full academic year (with possible renewal for additional years)

Qualifications Preferred:

- prior residence hall leadership experience

Compensation:

- One bedroom apartment with private bathroom (no kitchen) in La Casa.
  - The apartment comes with Wi-Fi and individual hardwired Ethernet service, free local and domestic long distance telephone and voicemail services, and access to broadcast television.
  - The living space is available year-round as long as the Resident Advisor 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 Resident Advisor. The move-in and move-out dates are coordinated with the Office of Residential Life.
  - The Resident advisor is responsible for keeping the residential space clean and well maintained.
- 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.