

Triangle House Fellow  
Position Description  
Last Updated 4/13/2018

Supervised by:

Sebastián Muñoz-Medina, Assistant Dean for Pluralism and Leadership, Office of Pluralism and Leadership

Residential oversight:

Helen Weldeghiorgis, Assistant Director of Residential Education for Triangle House

Logistical oversight:

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

Collaborates with:

Triangle House team  
Triangle House UGA  
Campus partners

Triangle House – General Information:

The aim of the Triangle House program is to enhance the intellectual and cultural environment of the Dartmouth College campus with particular regard to those issues which pertain to the historical and contemporary experiences of lesbian, gay, bisexual, transgender, queer, intersex, and allied people by accomplishing the following learning objectives: Community, Knowledge, and Action.

To learn more about Triangle House, please visit:

<https://students.dartmouth.edu/living-learning/communities/identity-based-communities/triangle-house>

Position Details:

The Triangle 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 and campus-wide programs that reflect the spirit of Triangle House.

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.
2. Attend monthly meetings for advisors/live-in advisors.
3. Meet weekly or biweekly with supervisor.
4. Hold weekly open 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. Communicate regularly and effectively with all members of the Triangle House team.
6. Program Administration
  - a. Collaboratively facilitate programs, initiatives, and community events for Triangle House.
  - b. Design and facilitate a weekly program (usually Saturday or Sunday Brunch) for Triangle House residents designed to meet one or more Triangle House learning objectives.

- c. In addition to being in attendance at and coordinating all weekly programs, coordinate at least 3 community/intellectual engagement events with residents per term.
  - d. Assist residents in designing termly projects, as groups and/or individuals, to meet Triangle House learning objectives.
  - e. Budget management. Assist in the allocation of funds to support planned programs, within the guidelines of Dartmouth College.
  - f. Update and maintain calendars, marketing materials, OrgSync, etc.
  - g. Administer program assessments.
  - h. On a termly basis (pre-term and throughout the term), provide written program planning and progress reports.
7. Resident Advising
    - a. Provide counsel, advising, referral, and resources for residents regarding personal matters.
    - b. With UGA and supervisor, establish goals for community-building and direct, coordinate, support, and evaluate students' participation in and commitment to the Triangle House program.
  8. Strategic Collaboration
    - a. Collaborate with Women's, Gender, and Sexuality Studies, the Gender Research Institute at Dartmouth (GRID), 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 Triangle House.
  10. Provide feedback on UGA applications to Triangle House.
  11. Other responsibilities as required. Responsibilities could change depending on the needs of the program.

Time Commitment:

The Triangle 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 Triangle House team, UGA, and/ or supervisor, 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 weekly programs, 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 the weekly programs are a significant part of the house program, the Fellow should not miss more than two weekly programs/term, if any.

Qualifications Required:

Skills & Knowledge

- Demonstrated commitment to personal and departmental integrity, creativity, collaboration, initiative, multicultural education, and professionalism.
- Demonstrated knowledge of LGBTQIA+ 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) LGBTQIA+ 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, or social justice field.
- 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, or social justice field.
- Experience working with (and advocating on behalf of) queer and trans youth of color preferred.
- Experience working in a higher education or residential setting.

#### Compensation:

- Two bedroom Fellow Apartment in Triangle House with bathroom, kitchen, and living room.
  - 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 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.
- 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.