

COLORADO COLLEGE

POSITION: Cultural Program Coordinator: Spanish & Portuguese Languages

To apply to the position please send your Letter of Interest & Curriculum Vitae (with list of references) by March 24th, 2017.

TITLE: Cultural Program Coordinator

SUMMARY: Works for the language department to assist in language teaching through instruction, tutoring and/or speaking native language with language house participants. Coordinated through Residential Life, the Cultural Programs Coordinator (CPC) lives in the Spanish and Portuguese house on campus and directs/coordinates cultural programming and assists the Residential Advisor.

DEPARTMENT: Spanish & Portuguese Department

REPORTS TO: Clara Lomas (Department Chair, Spanish & Portuguese)

QUALIFICATION:

EDUCATION: Bachelor of Arts in foreign languages (equivalent to “Licenciatura en Filología Hispánica o Portuguesa” or “Bacharelado em Línguas: Espanhol e Português”) required; Master of Arts preferred

EXPERIENCE: Experience teaching non-native speakers of Spanish/Portuguese at the post-secondary or College/University level

SKILLS:

- Knowledge of communicative teaching methodologies and classroom strategies
- Command of written and spoken English; strong interpersonal skills necessary.
- Must be independent, adaptable, flexible, able to work with various constituencies, and enthusiastic about sharing your culture
- Excellent communication and organizational skills are essential.

ESSENTIAL DUTIES: **With the Faculty Advisor’s oversight, undertakes the following:**

Teaching: Four adjunct maintenance classes – 7 hours/week—ranging from beginning to advanced language. Three sections of Spanish and one section of Portuguese.

Tutoring: 4-5 hours weekly

Cultural Programming: The CPC creates and implements the cultural programming for the Language House. S/he will live with students who want to speak Spanish and Portuguese. S/he will arrange cultural activities (i.e. dinner, movie, language “tables”, campus wide cultural activities) open to the larger campus community and targeting current language students.

With the Residential Life Coordinator’s oversight, undertakes the following:

- Attend Residential Life training sessions at the beginning of each semester and sessions during the semester as needed.
- Maintain appropriate documentation and records for the Cultural Coordinator position.
- Organize, plan, and execute cultural programs for house residents and the campus community.
- Collaborate with the Director of Study Abroad and Residential Life Coordinator to create programs to prepare students for experiences abroad and reconnect students returning from abroad.
- Actively recruit and select house members, working under the direction of the Residential Life Coordinator and Spanish and Portuguese Department faculty.
- Meet blockly with the Residential Life Coordinator and faculty advisor/mentor.
- Coordinate the storage and maintenance of items provided to the house by the Office of Residential Life.
- Be a visible presence in the house and serving as a role model to house residents, abiding by all College and Residential Life policies.
- Contact student staff (Resident Advisor) when policy violations are encountered; keeping the Resident Advisor and/or Residential Life Coordinator informed about any concerns regarding the house or its members.

- Must support and contribute to the goal of achieving greater diversity at Colorado College and work effectively with the many constituencies on campus.
- Assist in promoting a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations and accidents; following College procedures; requesting and using appropriate protective equipment; and participating in appropriate safety training.
- Regularly report to faculty in the Spanish and Portuguese Department on cultural events developed at the Spanish & Portuguese House.

Cultural Program Coordinators

Financial Compensation

These figures are for 2014-2015 and may vary for 2015-16

- ❖ \$2700 Stipend; subject to U.S tax
- ❖ \$900 per adjunct course (maximum \$7200 per year); subject to U.S tax
- ❖ Room valued at \$6902
- ❖ Meals valued at \$3200 (\$1600 per semester); subject to U.S tax
- ❖ Health insurance valued at \$3014
- ❖ Lowest fare direct round trip coach flight to Colorado College
- ❖ Opportunity to earn extra money through grading/teaching assistance
- ❖ Opportunity to audit (without credit) up to three courses and to enroll in one course for credit per semester