**Program Overview of Casa Bolívar, Spanish House**

**Background**

*Casa Bolívar* supports the department’s mission by offering a unique, on-campus immersion opportunity. Immersion offers the best way to master a language. Living spaces provide residents with the chance to chat casually, while nightly dinners provide for a more structured gathering. Daily interaction, periodic meetings, and a wide range of planned activities enable students to explore shared interests and tell of personal experiences in the culturally diverse Spanish-speaking world. The House welcomes native speakers; non-native students who have lived, traveled extensively, or studied abroad; and students enrolled in Spanish courses. The administrative team for *Casa Bolívar* consists of a Faculty Coordinator (House Director) from SIP, a graduate student liaison (sometimes called language assistant, also typically also from SIP), and Campus Housing. This document provides an overview of the first two positions, including the selection process for each role.

**Faculty Coordinator/House Director Job Responsibilities**

The faculty coordinator is a 3-year position with a variety of responsibilities, including language learning, supervision/administrative coordination, and outreach/programming. To ensure equitable rotations of service and opportunities for leadership in the department, the recommended limit is two terms. The faculty coordinator is appointed by the Chair and receives $2,000 in summer support.

*Language Learning*

* Work with local groups and non-profits to promote real-world opportunities to practice
* Organize cultural events with other language houses (French, SHEA, etc.)
* Create syllabus for SPAN 4800, the credit/no credit experiential learning component that accompanies residency in Casa Bolívar, and maintain the Canvas site

*Supervision and Coordination*

* Hire a graduate liaison (advertise, interview candidates, discuss committee rubrics)
  + Selection committee should include the Faculty Coordinator and 1 representative from the undergraduate and graduate programs (for example, 1 member each of the Undergraduate Curriculum and Graduate Committees)
* Assist the graduate liaison with their duties, including through monthly check-ins
* Collaborate with graduate liaison and Housing on selection of residents
* Coordinate with Housing on the selection of a Residential Assistant
* Host an orientation for new residents in August, ideally with the Institute of World Languages and other language houses, outlining Housing policies and shared rules
* Help the graduate liaison and RA resolve conflicts between house residents
* Ensure compliance with Housing policies and House rules for all participants
* Keep every bed occupied during the academic year
* Serve as the House’s point of contact for Housing, IWL, SIP, and student groups
* Manage the annual budget
* Submit an annual report to the SIP Department Chair at the end of the Spring

*Outreach and Programming*

* Advertise Casa Bolívar to prospective students
* Advertise Casa Bolívar events regularly (email, social media, word of mouth)

**Graduate Student Liaison/Language Assistant Job Responsibilities**

The post of Language Assistant at Casa Bolívar is generally assigned to a graduate student of the Department of Spanish, Italian and Portuguese. However, we welcome applications from graduate students in other departments who speak Spanish fluently and demonstrate a proven record of dedication to and interest in Latinx, Latin American and Spanish Peninsular culture. The duration of the term is one academic year. UVA provides all housing and meal plan fees for the “Semester 80” program, which includes 80 meals per term, including House Dinners (M-Th) and Dining Halls. The plan also provides $175 in Plus Dollars, which can be used at any UVA cash dining locations, such as coffee shops in the libraries.

The Language Assistant lives in Casa Bolívar (Room 118) and has the following on-site residential duties:

* Meet with the Faculty Coordinator in August to organize the House’s year-long workshop series
* Serve as a liaison between (*a*) the House and the Department of Spanish, Italian and Portuguese, as well as between (*b*) the House and Housing
* Enforce the Spanish-Only Rule at all times, once the residents have signed the language pledge to commit to this rule
* Keep every bed occupied for the duration of the academic year by conducting interviews and reviewing all applications, along with the Director of the house
  + Interviews are led by the House Director/Faculty Coordinator, who turns recommendations to Housing and Residence Life for their final approval. This applies to all new and prospective residents.
* Oversee the programming of cultural events through the committee system in which all residents of the Casa Bolívar actively participate
* Turn in grades for SPAN 4800-*Language House* to the Faculty Coordinator. This course can only be taken on a *pass/no pass* basis
* Train the incoming Language Assistant (in-Residence Director) on the *Casa Bolívar*’s administration procedures.

*Requirements:*

Candidates must submit a statement of purpose that includes a brief biography and a cultural project proposal for the house for each semester (Fall and Spring). Applicants will then have a brief interview with the current director of the house. The statement of purpose will be reviewed by a committee made up of faculty from the Department of Spanish, Italian and Portuguese, generally from the Spanish program, and with a combination of faculty involved in the undergraduate and graduate programs. This committee will use the criteria below to evaluate proposals.

**Graduate Student Liaison/Language Assistant Selection Criteria:**

**Language House Workshop:** *Detailed plan for logistic and student outreach; proposed themes and content promote CB mission (language mastery, informal and formal learning, cultural knowledge, personal expression); thoughtful explanation of how workshops relate to students’ interests.*

**Commitment to Inclusive Pedagogy:** *Scope and structure of event planning considers diverse learning needs/styles, student backgrounds, and language/cultural growth; clear explanation of how the applicant creates a safe and healthy learning environment in the classroom and translates those practices into extra-curricular learning or learning beyond the classroom.*

**Experience:***Candidate has researched Casa Bolívar and is knowledgeable about the position, as evidenced from the statement, interview and/or from the candidate’s questions at the end of the interview; evidence of teaching experience in Spanish and grade reporting; experience managing cultural programs, as appropriate to the level.*

**Spanish:***Candidate appears to have heritage, native, or near-native fluency in Spanish as indicated by their statement and evidenced in the interview.*

**Collaboration:***Experience working as part of a team across fields, ranks, and roles; evidence of successful teamwork can include one-on-one collaborations with supervisors, coordinating with groups of staff, and/or working with student and community groups.*

**Student Engagement:***Plans to keep students engaged to meet Housing requirement of full occupancy, which could include evidence of past work with student groups,* *discussion of goals and assessments of engagement, and/or awareness of campus Housing policies.*