



POSITION DESCRIPTION FOR THE SPANISH LANGUAGE ASSISTANT AT REED COLLEGE FOR
THE 2011-12 ACADEMIC YEAR

- live in Casa Hispana on the Reed College campus. A single occupant room will provide both office and living quarters.
- promote the speaking of the Spanish language in Casa Hispana and across campus
- cooperate with the student house advisor in all aspects of developing an environment conducive to learning and mutual respect.
- present seminars each semester for members of the campus community regarding current educational, economic and cultural activities in the Spanish speaking world.
- conduct weekly discussion tables in the college food service for students interested in the Spanish language and culture.
- work with the Spanish Language and Literature department to assist students in developing their language skills, especially in the areas of oral proficiency.
- maintain liaison with government representatives to provide resource material for cultural events.
- develop, in association with student house advisor, residents of Casa Hispana and faculty in academic department, activities that enhance understanding of Spanish/Latin cultures.
- In addition to the general duties described above, the Spanish Department understands the following as primary tasks of the Spanish Language Scholar:
 1. lead supplementary conversation groups for First and Second-Year students.
 2. provide tutoring time of at least 2 hours per week in order to help students with grammatical and other problems in the language.
 3. work with majors in the Spanish Department concerning problems of style and written expression.
 4. perform selective grading and evaluation of students written work as assigned by members of the Department.

2011-12 FUNDING FOR SPANISH FELLOW

Stipend	\$7,000.00 paid in monthly installments of \$700.00
Housing	\$6,000.00 for college housing in Spanish House
Board	Comprehensive food plan in College food service
Tuition	\$14,300.00 per year for two courses/one per semester
Health Insurance	Reed College will provide a comprehensive health insurance policy for you which in combination with use of the College's infirmary will provide for your health care needs.
Computer	Reed College will provide a Macintosh Personal Computer and printer
Travel	Reed College will provide round-trip travel to Reed from Scholar's home

FECHAS DE LA CONVOCATORIA

Del 21 de febrero al 21 de marzo.

DOCUMENTACIÓN A APORTAR

Curriculum Vitae.

Carta de presentación en inglés indicando el interés por el puesto.

2-3 Cartas de recomendación en español o inglés.

DIRECCIÓN DE ENVÍO DE LA DOCUMENTACIÓN

Prof. Alberto del Río Malo

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