



**ST. CATHERINE  
UNIVERSITY**

**Office of International Admission**

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## **SPANISH ASSISTANTSHIP 2011-2012**

Each year, St. Catherine University awards two assistantships to native Spanish speakers who are interested in becoming language teachers. Usually, one assistant is from the Americas, and one is from Spain. If you are an enthusiastic, engaging young woman who is interested in working for our Spanish Language Department for one year and taking classes for personal enrichment, we encourage you to apply by February 15, 2011.

The assistant is given a tuition waiver for three courses per semester, waiver of the student services fee, and free private room and meals. The assistant is responsible for covering the cost of her travel, personal expenses, mandatory health insurance and books. We estimate that the assistant will have expenses of approximately US\$3,000 for the academic year that are not covered by the assistantship.

### **SPANISH LANGUAGE ASSISTANTSHIP**

#### **Requirements:**

Ideal candidate has already successfully completed her licenciatura/licenciado, is between 20-30 years of age, and has an interest/experience in teaching, obtained minimum TOEFL score of 500 PBT/61 IBT, and able to provide approximately US\$3,000 for annual expenses. The student must be academically admissible to the college.

#### **Responsibilities:**

Assistants will work in the language department approximately 10 (ten) hours per week with the following duties:

- A. Devise tutoring schedule as well as semester and weekly lesson plans for language class labs. Labs are exclusively taught by assistants.
- B. Work with language department faculty consistent with departmental needs, i.e. assist in creating and promoting Spanish events on and off campus; be prepared to do occasional grading, photocopying, research, translations, and be prepared to act as a teaching substitute if instructors are absent.
- C. Help in supervision of and actively participate in creating and promoting Spanish Club activities on and off-campus.
- D. Organize and support creative Spanish groups beyond the club requirements (such as a video club).
- E. Be a Spanish presence on campus, i.e. speak in Spanish as much as possible with students; be available to students for academic, social, and cultural development.

Assist in Residence Life Office for approximately 5 (five) hours per week with the following duties:

- A. Participate as a member of the Residence Life Programming Staff to:
  1. Live on the French/Spanish Theme Floor and work closely with the Resident Advisor to plan cultural programs such as games, music and films in Spanish, on and off-campus

- cultural activities including dinners, church services, dances, festivals, museums and theaters (approximately 3 hours per week).
2. Meet twice monthly with the Director of Residence Life (1 hour) and hold appropriate office hours needed to plan residence hall programs.
- B. Organize weekly drop-in hours (1 hour per week) to assist/tutor resident students enrolled in Spanish language classes and to encourage communication in the Spanish language.
- D. Assist the Residence Life Department with other tasks or assignments that may come up throughout the year.

**Additionally:**

1. St. Catherine University provides the I-20 for the assistant to come with F-1 status.
2. The ideal candidate has her first university degree completed, preferably in teaching or English, and already has some experience teaching.
3. The assistant would be eligible to enter a master's level program at St. Catherine, provided she has obtained the equivalent of US bachelor's degree prior to beginning the assistantship position. Please note that because the assistantship is for one year only, it DOES NOT lead to a graduate degree. The student must apply directly to the desired master's program which is a separate application process from the assistantship application.
4. At St. Catherine, the assistant is considered a non-degree-seeking student since the assistantship is for one year only.
5. Past assistants have not always had prior experience teaching at the university level. Some have taught at high schools, others at elementary schools, prior to receiving the assistantship.

**TO APPLY**

Please submit the following:

1. International Student Application for Admission
2. Certification of Form showing \$3,000 available for personal expenses for one year.
3. Bank statement as proof of availability of \$3,000
4. TOEFL or MELAB score
5. Certified photocopy of university transcript and Licenciado/Licenciatura certificate
6. Proof of graduation from secondary school
7. Two letters of recommendation
8. Personal statement - The personal statement should be written in English and address the following: reasons you wish to be considered for the assistantship, past teaching experience (if any), and the personal qualities that you possess that would make you a good assistant.

For more information, contact:

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For more information on St. Catherine University, visit: [www.stkate.edu](http://www.stkate.edu)