

Employment opportunity at University of Virginia 2025-2026 Shea House Programs Facilitator

Shea Language House, a residential on grounds community of 75-students learning (currently six) different languages, seeks a creative and proactive **Programs Facilitator** for the 2025-2026 academic year at the University of Virginia. The position is for one year with a possible renewal.

Compensation: The Programs Facilitator will receive a single room at the Shea house. If your contract is renewed for the following year, the Housing & Residence Life will find an alternative residence on Grounds for you to stay during the summer months. You will also receive a meal plan for 50 meals per semester.

Requirements for this position include **graduate status**, commitment of **approximately 10 hours per week**. The Programs Facilitator works closely with the Director of Shea House. Tasks include:

- In collaboration with the Language Assistants and the Faculty, develop and execute programs that help residents improve their language proficiency
 - Coordinate and guide the activities of Language Assistants and the Shea House Government
 - Coordinate the agenda of the Shea House Government with the relevant language programs in the Department including Departments of Middle Eastern and South Asian Languages and Cultures, East Asian Languages, Literatures and Cultures, the American Sign Language program, the German program, and the Russian program
 - Arrange the Shea House Open House event at the beginning of the Fall semester
 - Arrange another promotion event in the Spring semester
 - Engage in the promotion of events that involve Shea House such as the Housing Open House and Institute of World Languages symposium
 - Manage the house budget and purchases
 - Manage common areas of the house and room reservation
 - Manage Shea House website
 - Engage in dinner conversations with the language groups for approximately an hour per night, Monday through Thursday as much as possible. You may be excused from engaging in dinner conversations, if your participation in such, impacts your ability to attend a class.
- Other duties and responsibilities as assigned

In addition, the Programs Facilitator requires a proactive approach to developing the academic profile of the house. The Programs Facilitator is not responsible for house infrastructure or residential life issues but may be required to coordinate with Residential Life staff to achieve their aims.

To Apply: Apply via Handshake (search Job #9591564). Submit your CV/Resume and Personal Statement. To complete your application, send the names and contact information for two references (title, email, phone number) directly to Tomoko Marshall (tm5x@virginia.edu). Your application will not be complete until all materials are submitted. This position is only open to graduate students. Application deadline is **Friday, February 24, 2025**.

Questions? Please email Tomoko Marshall (tm5x@virginia.edu).
Shea House: <https://shea.virginia.edu>

Office of the Dean

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