La Maison Française Academic Theme Associate Application Description

Theme Associate Responsibilities

• Propose, plan, develop a syllabus, advertise and teach one 1-unit activity course per quarter.
• Assist with the administrative aspects of in-house seminars such as the viticulture and cooking classes.
• Schedule theme projects/presentations, follow up with residents, and report to the Faculty Affiliate in cases where projects aren't completed in a timely fashion.
• Coordinate theme activities - in-house collective activities or cultural trips - generally two per quarter.
• Coordinate, advertise, and attend weekly Table Française.
• Assist the management team and the Faculty Affiliate in preparing the house premises for conferences and visiting speakers.

General Staff Responsibilities

In addition to your official managerial duties, you are also an active member of the house staff, and this comes with its own set of expectations.

• You are expected to be present, on time, and fully attentive at all weekly staff meetings and house meetings.
• You are expected to be present for all group staff duties. This includes:
  o Cafe Night set up (several hours prior to the event).
  o Cafe Night clean up (either immediately following the event or the following morning, as decided by the whole staff).
  o Cafe Night (to oversee so that things run smoothly, help out during the shift change, etc.).
  o Special dinner set up and clean up.
  o Opening the house /kitchen (beginning of the quarter).
  o Closing the house/kitchen (end of each quarter).
• You are expected to be an active, present member in the house. This means that you should make an effort to attend most of the following, though they are not mandatory:
  o All in-house events, theme presentations, etc.
  o House retreats
• You are expected to help plan and run the following events:
  o Manager selection (during winter quarter).
  o In-house draw (beginning of spring quarter).
• As a member of the staff you are expected to work together and communicate with others openly and respectfully. You are expected to embody a unified and communicative staff for the residents. Being a thoughtful, active member of the staff means focusing on your duties as part of a group and within your official position.
• As a member of house staff you are exempt from the following:
The University housing draw for 2014-2015.
- The in-house draw (all staff positions have rooms assigned to them or have first choice of rooms before the in-house draw).

- As a member of staff you are NOT exempt from the following:
  - Hashing requirements.
  - Theme related requirements (these are laid out in the Supplemental Housing Agreement).

**Eligibility:** Full eligibility requirements can be found at [http://studentaffairs.stanford.edu/resed/selection](http://studentaffairs.stanford.edu/resed/selection)

In summary, to be an ATA, you must have a guaranteed year of undergraduate housing remaining. You are expected to be a registered student living in the residence during all three quarters of your appointment. If you meet applicable requirements, you may register at a reduced level. The possible exceptions are 1) Permit to Attend for Services Only (PSO) for undergraduates in their final quarter at Stanford completing honors work and/or incompletes and 2) Graduation Quarter for graduating seniors whose degree will be conferred at the end of Winter Quarter. Eligibility questions should be directed to ResEd’s Selection Committee at selection@lists.stanford.edu.

**La Maison Française ATA Supplemental Application Questions**

For the following questions, please answer each in 75 words or less.

1. Describe your interest in this position. Why do you want to be TA at La Maison Française?

2. What experience do you have with France and French culture?

3. What ideas do you have for programming for the French House? Be sure to include ideas that would also attract the non-French-speakers in the house.

4. What other activities are you involved in?

5. If you could be any French pastry, what would you be? Why? Please also submit a copy of your transcript with the rest of your application.