

## Latin American Studies Director Interview Questions

1. Walk me through how you prepare and deliver lectures to undergraduate or graduate students on topics such as race and ethnic relations, gender studies, and cross-cultural perspectives.

2. Provide an effective method you have used to keep abreast of developments in your field.

3. Share an example where you advised students on academic and vocational curricula, and on career issues.

4. Provide an effective method you have used to initiate and facilitate classroom discussions. Share an experience.

5. What kind of experience do you have planning, evaluating, and revising curricula, course content, course materials, and methods of instruction? Provide an example.

6. Describe your experience serving on academic and/or administrative committees. How did your service benefit your school?

7. Share an experience in which you successfully supervised teaching, internship, and/or research work. What methods made you successful?

8. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.

9. Share an experience you had in dealing with a difficult person and how you handled the situation.

10. Tell me how you organize, plan, and prioritize your work.

11. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

12. Would you consider analyzing data or information a strength? How so?

13. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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14. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

15. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)

16. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

17. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

18. Share an experience in which your participation in student recruitment, registration, and/or placement activities benefited your school.

19. Share an experience in which you successfully acted as an adviser to a student organization.

20. Share how you Incorporate experiential or site visit components into courses.

21. Tell me about the last time when you participated in campus and community events, such as giving public lectures about research.

22. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

23. Share an effective technique you have used evaluate and grade students' work.

24. What factors do you consider when preparing course materials?

25. What factors do you consider when selecting class materials and supplies?

26. Describe an examination you administered which was effective. How about one which was not as effective?

27. What is the state of your student records? What is one thing you would like to improve upon?

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28. Provide an example when your ethics were tested.
29. Share an example of when you established and accomplished a goal that was personally challenging. What helped you succeed?
30. Describe research you have conducted. How did you publish your findings?