Job Announcement
EMPLOYMENT OPPORTUNITY
RELEASED TIME/EXTRA PAY POSITION

COORDINATOR, HUMANITIES/SOCIAL SCIENCE LECTURE SERIES

Objectives Of Assignment:

Long Term: To allow the District, through a spring lecture series, to educate the members of our college community and the City of Glendale in the humanities and the social sciences.

Short Term: To promote and organize a monthly lecture series which is stimulating for our students, faculty, and other staff. Also, to keep up with current interests which affect the College.

Description Of Assignment:

The Coordinator of Humanities/Social Science Lecture Series is responsible for organizing and introducing a minimum of three (3) lectures per academic year during spring semester relating to topics in the humanities and the social sciences. The coordinator chooses topics and speakers of interest to the college community and the needs of the community-at-large. The coordinator also assists in coordinating and advertising Women's History Month presentations. This coordinator serves under the direction of Staff Development.

Tasks and/or Activities Required:

- Seeks and schedules speakers; schedules times and rooms.
- Introduces each program and/or speaker
- Prepares and distributes schedules of talks for the semester.
- Advertises and promotes the presentations scheduled in the series.
- Assists speakers with room set-up, audio-visual equipment, parking for the speakers, and attends to every detail pertaining to their presentation.
- Completes paperwork for individual faculty members who earn credit toward Flex or advancement on the salary scale.
- Posts information on GCC Home Page and sends reminders about the lectures via E-mail.

Preferred Qualifications:

- Faculty member with Faculty Service Area in Humanities, Language Arts or Social Sciences.
- Knowledge of or experience in organizing and arranging workshops, lecture series or conferences.

Stipend And/Or Released Time: $500 for the spring semester.

Term Of Assignment: Two (2) years subject to an annual review by the RT/EP Committee and the availability of funding. This position starts in Spring 2012.

Application Procedure:

1. An application form may be obtained from the Office of Human Resources.
2. The completed application form and a resume of the applicants' experience shall be returned to the Office of Human Resources.
3. A selection committee will be appointed to interview the candidates for the position.
4. The top candidate will be referred to the Superintendent/President or his designee for final interview and selection.
5. Candidates will be advised of the results of the final interview.

Application forms are available in the
Office of Human Resources

CLOSING DATE:
May 17, 2013

Implementation of this position will be subject to availability of financial resources.

All activities related to this position are in lieu of a partial assignment only and in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.

4/11

APPLICATION FORM

EMPLOYMENT OPPORTUNITY
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COORDINATOR, HUMANITIES/SOCIAL SCIENCE LECTURE SERIES

Name: _____

Current position at this college: _____

College telephone extension: _____

Relevant experience/education: _____

Other:

References (use other side if necessary):

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