

Job Announcement
EMPLOYMENT OPPORTUNITY
RELEASED TIME/EXTRA PAY POSITION

ONE BOOK/ONE COLLEGE COORDINATOR

Objectives Of Assignment:

Long Term: To allow the District, through a fall lecture series, to educate the members of our college community and the City of Glendale in the humanities and the social sciences by participating in this citywide reading event. One Book/One College promotes the value of reading and encourages the campus to read the same book.

Short Term: To promote and organize a spring lecture series around the theme of the One Book/One College annual book selection culminating with a presentation on campus with the author(s) which is stimulating for our students, faculty, other staff and community.

Description Of Assignment:

The Coordinator of One Book/One College Lecture Series is responsible for organizing, scheduling and advertising an annual lecture series relating to the One Book/One College book selection. Input is given when possible to the City of Glendale Library on the annual book selection. Assistance to speakers is provided and staff development materials are handled at all large lectures. This coordinator serves under the direction of Staff Development.

Tasks and/or Activities Required:

- Select a book for the One Book/One College program that has applications across several academic disciplines.
- Organize an annual lecture series relating to the One Book/One College book selection.
- Recruit faculty to give lectures both inside and outside of class related to the theme.
- Schedule and advertise the presentations.
- Assist speakers with room set-up, audio-visual equipment and parking.
- Complete paperwork for individual faculty and staff members who attend that earn credit towards flex or salary advancement.
- Maintain records of planning and implementing series

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: \$1000 (\$500 for fall and \$500 for spring semesters)

Term Of Assignment: Two (2) years subject to an annual review by the RT/EP Committee and the availability of funding. This position starts Fall2013.

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.

APPLICATION FORM

**EMPLOYMENT OPPORTUNITY
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ONE BOOK/ONE GLENDALE COORDINATOR

Name:

Current position at this college: _____

College telephone extension: _____

Relevant experience/education: _____

Other:

References (use other side if necessary):

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