

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 series of lectures, to educate the members of our college community and the City of Glendale in the humanities and the social sciences.

Short Term: To organize and promote a humanities/social science lecture series which is stimulating for our students, faculty, and other staff. Special attention should be given to current interests and issues which affect the College.

Description Of Assignment:

The Coordinator of Humanities/Social Science Lecture Series is responsible for organizing and introducing a minimum of six (6) lectures per academic year (three during fall semester and three 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. This coordinator reports to the Dean of Instructional Services overseeing the Division of Social Sciences.

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.
- Sends reminders about the lectures via E-mail.
- Works with the PIO to assure that the events are effectively promoted to the campus community.

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: \$750 per semester.

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

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:
December 21, 2022**

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
RELEASED TIME/EXTRA PAY POSITION**

**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):

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.