

Job Announcement
EMPLOYMENT OPPORTUNITY
RELEASED TIME/EXTRA PAY POSITION

ONE BOOK/ONE COLLEGE COORDINATOR
CLOSING DATE: November 14, 2022

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 Spring 2022.

Application Procedure:

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to Superintendent/President or designee.

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.

Released Time/Extra Pay Assignment
Application



<p><i>APPLICATION FORM</i> ONE BOOK/ONE COLLEGE COORDINATOR CLOSING DATE: November 14, 2022</p>

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*