



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT
Cultural Diversity Program Coordinator
30% Assignment
Closing Date: July 7, 2022

Objectives of Assignment:

To organize events throughout the academic year to explore and celebrate the diverse cultures of the GCC community.

The goal of this program is to develop and sustain a campus culture that is welcoming of diversity and facilitates the development of cultural competency among students, staff, administrators, and faculty by organizing and executing educational/cultural/social activities and events designed for the exploration, promotion, and celebration of diverse cultures.

Supervision:

The Cultural Diversity Program Coordinator works under the supervision of the SEA Program Manager

Responsibilities and Tasks Required:

- Lead, co-facilitate, or participate in the event planning committees for the following nationally recognized heritage months/celebrations
 - a. Black History Month
 - b. MLK Breakfast Celebration
 - d. Armenian Genocide Awareness
 - e. GCC Pride Week
 - f. Asian Pacific American Heritage Month
 - g. Latinx Heritage Month
 - h. Filipinx American History Month
 - i. Día de Los Muertos
 - j. Native American Heritage Month
- Administer assessments after each cultural diversity event to attendees and participants; consolidate results and present to appropriate entities as needed
- Submit FLEX and CPGU requests and attendance verification to the office of Professional Development and Human Resources to ensure activities are meeting the professional development needs of our campus community
- Collaborate with the Public Information Office to ensure marketing materials are created and distributed on a timely manner

- Record and archive recorded events as appropriate
- Maintain the CD website
- Work with the SEA Student Services Technician to ensure accurate processing of requisitions and contracts, and ensure payment is processed and invoices paid; Maintain regular meetings with the SEA program manager
- Collaborate with various departments/divisions on campus including but not limited to the MCEC, Social Sciences, ASGCC, DSPS, Career Services, and many more to ensure effective implementation of CD events
- Charged with communicating to the campus community information and announcements regarding all CD events and activities
- Develop on and off campus partnerships with appropriate entities to ensure that CD programming is meeting the needs of the campus community
- Present an end of year report to SEA program manager and others as needed; Conduct presentations about CD as needed
- Evaluate CD programming and make appropriate changes as needed to ensure offerings are all encompassing and appropriate
- Provide work direction to student coworkers who assist with CD events
- Serve as a voting member for the DEIA Committee
- Assume additional tasks as needed

Preferred Qualifications:

- Demonstrate Cultural Sensitivity and awareness to Diversity and Inclusion
- Experience in organizing events and coordinating/facilitating planning meetings of various sizes.
- Understanding of relevant programs and services that help foster awareness of cultural diversity and support opportunities for celebrating various cultures.
- Ability to collaborate with multiple campus partners to implement programming

Released Time:

30% Released time

Term of Assignment:

This assignment will be for three (3) years and will be subject to annual review by the SEA Program Manager and the availability of funding.

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.



APPLICATION FORM
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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.