



Montcalm Community College

CULTURAL EVENTS COORDNIATOR

PART-TIME POSITION VACANCY

The Cultural Events Coordinator (CEC) assists MCC's Co-Curricular Committee (C3) by providing the necessary assistance for C3 events. The Cultural Events Coordinator reports to the Dean of Student and Enrollment Services. Duties include working with C3 to identify needs for events, as well as participating with event planning, design and execution within time and budget parameters. Focus may include event set up and take down, décor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional materials, working with outside vendors, surveys, tracking of event attendance, and other duties as assigned. CEC is a contracted, part time position of up to 25 hours per week.

IMMEDIATE SUPERVISOR: Dean of Student & Enrollment Services

REMUNERATION: Begins at \$15.00/hour

APPLICATION DEADLINE: October 24, 2018 (4:00 PM)

START DATE: ASAP

METHOD OF APPLICATION: Complete an on-line application at www.montcalm.edu and attach your cover letter, detailed resume, transcripts and three (3) reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.