



Montcalm Community College

CO-CURRICULAR COORDINATOR

PART-TIME POSITION VACANCY

The Co-Curricular Coordinator will assist the Co Curricular Committee (C3) and the Dean of Student & Enrollment Services (DSES) in the planning, and implementation of the college's cultural and special events, and coordination of student activities.

DUTIES/FUNCTIONS:

1. Assist the C3 members with the planning and implementation of cultural events.
2. Contact prospective speakers and/or performers, when needed.
3. Work with College Communications department to promote cultural events and student activities.
4. Coordinate the College's cultural events calendar.
5. Work with club advisors and assist the DSES in the coordination of Student Activities
6. Provide necessary follow-through in the detail management associated with the cultural events program and student activities.

PREFERRED QUALIFICATIONS:

1. A college degree in arts and sciences or related fields, or equivalent experience.
2. An interest in cultural affairs (art, music, literature, cultural diversity, internationalism, etc.)
3. An interest in student engagement.
4. An interest in community outreach.
5. Outstanding organizational skills and ability to effectively multitask.
6. Ability to work with various computer software applications (including but not limited to the Microsoft Office Suite).
7. Outstanding interpersonal skills, including a demonstrated ability to work well with others.
8. Ability to work a flexible/variable schedule.
9. Ability to work with guidance and independently.
10. Commitment to the mission of Montcalm Community College

IMMEDIATE SUPERVISOR: Dean of Student & Enrollment Services

REMUNERATION: \$15.00/hour

APPLICATION DEADLINE: JULY 10, 2019 (4:00 PM)

START DATE: AUGUST 5, 2019

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.