



**Northeast**  
Wisconsin Technical College  
POSITION ANNOUNCEMENT

Job Order 600732  
January 13, 2012  
Revised January 23, 2012

**Center for Global Cultures, Grant and Marketing Assistant, grant funded, LTE**  
*ESS Level 3\*\*, grant funded (limited term until approximately December, 2012)*

*\*\*This position is limited term, as applicable with the ESS contract.*

This position will only remain a part of the ESS union if filled by a current ESS employee.

Hours may vary if non-ESS employee.

**LOCATION:** Green Bay Campus with District-wide responsibilities

**HOURS:** 8:00 a.m. to 4:00 p.m. Monday- Friday, with flexibility required to work evenings and/or weekends as needed.

**SALARY:** \$15.06/hour OR as applicable for current, internal ESS members

**POSITION REPORTS TO:** Manager, Center for Global Cultures

**Required online application available on website:** [www.nwtc.edu](http://www.nwtc.edu)

Click on "Jobs", then "Jobs at NWTC" and then in the upper left hand corner:

External candidates click on "Apply Online – Public"

Current NWTC employees click on "Apply Online – Current NWTC Employees"

**E-mail address:** [hr@nwtc.edu](mailto:hr@nwtc.edu)

**Location:** Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042.

Please note, **INTERNAL** applications received prior to 4:00 p.m. on Friday, January 20, may be given first consideration. All postings are considered current and available until removed from the website. Anticipated start date for an **internal** employee is February 13, 2012. Anticipated end date is December 31, 2012.

*This position is customer-focused and will require flexible scheduling and/or delivery to meet customer needs.*

**Position Summary:** *This position provides the coordination of services to students and staff through the Title VI B Department of Education grant. Also assists in the overall success of the department.*

**GENERAL QUALIFICATIONS**

- ◆ Associate degree with emphasis or experience in an area specializing in people and/or cultures, or related areas such as study abroad, with a minimum of one year of related occupational experience or an equivalent combination of education and work experience.
- ◆ Marketing experience required- event publicity, website and or social media experience a plus.
- ◆ Possess excellent communication and organizational skills as well as a commitment to the global community. Knowledge of diverse communities within the region is desirable.
- ◆ Ability to understand various cultural nuances and differences, and respond to questions/complaints in a helpful and friendly manner.
- ◆ Demonstrated excellent oral, written, and presentation communication skills essential.
- ◆ Able to work flexible hours including some weekends and evenings.
- ◆ Required proficiency in Microsoft Office programs and demonstrated ability to maintain electronic records/logs including computerized data.
- ◆ Strong problem solving skills and ability to be flexible to a changing environment.
- ◆ Ability to multi-task, set priorities, take initiative and demonstrate thorough follow-through.
- ◆ Ability to work independently and in a team as required for the best possible outcome.

**GENERAL DUTIES AND RESPONSIBILITIES**

- ◆ Is the primary contact for day-to-day administration of the Title VI B grant including:

- ◆ Work on shared resources website development and design
- ◆ Coordinate grant activities with partners.
- ◆ Communicate with those carrying out grant activities.
- ◆ Process budget requests.
- ◆ Work with the coordination of curriculum as the result of the shared Global Business DACUM
- ◆ Collect and organize resources into a central location on the intranet
- ◆ Support Center for Global Cultures student population as needed.
- ◆ Create, enhance and/or otherwise coordinate marketing efforts including flyers, brochures, staffing tables at events and speaking to groups.
- ◆ Research and coordinate information for the department as needed.
- ◆ Other duties as assigned.

PHYSICAL DEMANDS: (The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.) While performing the duties of this job, the employee will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, reports and files. The employee will be constantly required to sit, talk, hear, and type/write. The employee will be frequently required to stand, walk, touch/handle/grasp (using hands and fingers), and reach with hands and arms. The employee must occasionally bend or squat and lift and/or push up to 10 pounds of general office items. Specific vision abilities required by this job include close, far, and field of vision. This position requires regular and punctual employee presence.

All application materials are only accepted online: resumes, cover letters, transcripts, etc., must be attached to the application at the time of submission. **You are unable to go back after an application is submitted to add, delete or change any information**, other than address, phone number, and email.

EOE-Committed to the diversity of faculty, staff and students