



**Cultural Event Coordinator,
International Programs / Student Involvement
PART-TIME**

Job Order 601838
May 15, 2018

Department: International Programs

Reports To: Manager, Student Involvement & International Programs

FLSA Status: Non-Exempt

Amount of Travel Required: 1-2 times per semester

Grade/Level: PTC

Position # 07100279

LOCATION: Green Bay, WI

STANDARD HOURS: Generally 16-24 hours/week with occasional additional hours to accommodate periods of high International Programs activities. Expected days are Monday through Thursday during regular International Programs office hours 8 am to 4 pm. Anticipated start date of July 1, 2018

MINIMUM STARTING RATE OF PAY: \$15.22/hour

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

This position provides support for on-campus cultural events and organizes and coordinates student and staff activities and events.

HOURS

Generally 16-24 hours/week with occasional additional hours to accommodate periods of high International Programs activities. Expected days are Monday through Thursday during regular International Programs office hours 8 am to 4 pm.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Creation, delivery, and evaluation of International Programs and Student Involvement cultural awareness programs and events with lead time for Student Planner and other marketing materials. Occasionally planning programming and events independently.
- Organize all event details such as catering, room reservation, inviting attendees, and equipment.

- Maintain communication with contracted cultural presenters/performers and their agencies.
- Seek information on current trends and best practices for a holistic college experience that engages a diverse student body.
- Work in collaboration with internal and external partners on events and opportunities.
- Coordinate the distribution of Student Involvement marketing materials with appropriate staff. Occasionally provide design support for marketing materials.
- Staff International Programs tables for Student Involvement related-events.
- Provide assistance to diverse customers, as well as other staff with projects to include developing/maintaining databases, spreadsheets, forms, and flyers.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented- Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education: Associate Degree in Event Planning, Administrative Assistant, or related degree

Experience: Minimum two years related experience

**An equivalent combination of education and work experience may be considered.*

Computer Skills

Microsoft Word, Excel and Publisher, electronic calendar system, and database management system (PeopleSoft preferred)

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
		Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.