5/13/08

COLLEGE OF CHARLESTON

Job#: 08- **Temporary Summer Instructor: Foreign Language/Social Studies Cultures of the Lowcountry (Workshops/Forums) (2 vacancies)**

Department: **Upward Bound**

Salary: **$18 - $25/per hour, 3 hours per week for 4 weeks ***

Brief Description of Duties: The College of Charleston Upward Bound program, a federally funded pre-college program out of the U.S. Department of Education, is looking for energetic, community networked individuals who can coordinate three events that introduce our students to different cultural groups in the Lowcountry. The lessons/events should include a brief history of the ethnic group in the Lowcountry, as well as exposure to traditional foods and customs. This year our theme is **It's My Turn to be Accountable!: Political Involvement for the Next Generation.** We have a lecture room reserved for occasions, but are open to traveling on and off campus *if* cost effective. Events to be held Wednesday, June 11, 18, and 25, 2008 from 9:50am – 12:00pm. A final class presentation would be given on Wednesday, July 2, 2008 as a summary of all three events. Coordinates and facilitates three, two hours and 10 minute cultural workshops/forums. Supervises students with help of summer counselor. Responsible for set up and take down of materials. Ensures all necessary equipment is available for workshops/forums. Schedules and confirms all workshop/forum presenters with an agenda.

Minimum Eligibility Requirements: Familiarity with the Lowcountry and its various ethnic histories a must. Excellent verbal and written communication skills required along with effective group management skills. Experience working with underrepresented youth highly preferred. Bachelor degree required *or* a combination of a high school diploma and 3-5 years working to increase cultural exposure for underrepresented populations. Experience coordinating educational events or forums, a plus. Bachelor's degree in social studies, a foreign language, or other related subject areas helpful. Candidates with an equivalent combination of experience and/or education are encouraged to apply.

***Commensurate with education/experience which exceeds the minimum requirements.**

NOTE: The candidate filling this position will not be eligible for benefits.

Curriculums proposals may be sent to Sherri Shannon, Employment Specialist. Human Resources at shannons@cofc.edu. Applications *may be picked up and dropped off* at the College of Charleston Office of Human Resources, between the hours of 9:00 a.m. to 4:00 p.m. daily Monday through Friday or apply on line www.cofc.edu/hr/. Applications for this position will be accepted **UNTIL MAY 27, 2008 at 1:00 p.m.**

-AN EQUAL OPPORTUNITY EMPLOYER-

In the event of a contact for an interview, a person with a disability should inform the individual scheduling the interview of any accommodations needed for the appointment.