

**Madison Area Technical College
Education Programming Board**

Position: Cultural Events Programming Chair

Stipend: \$250/semester

(to be paid in \$125 increments after satisfactory advisor reviews at mid and end of semester)

Position Description: This position is responsible for developing and implementing cultural programs and events that expand students' awareness of diverse cultural traditions. Events could include musical performances, art displays, or other opportunities to expose the larger student body to other peoples and cultures. The Cultural Events Programming Chair works with members of the Educational Programming Board and the Student Life Educational Programs Coordinator to select performers and events, publicize events to students and the campus community, host events, and conduct follow-up activities to assess the success of the event and the level of learning facilitated.

Position duties:

1. Coordinate all aspects of planning and implementation of Cultural Programs and Events including:
 - Involving Programming Board members in planning and implementation of events
 - Contracting speakers/performers/agents for global awareness events
 - Planning programming logistics, and publicity
2. Coordinate committee meetings
 - Facilitate planning for Educational Programming Board Events
 - Set specific and realistic goals for the committee
3. Attend and participate in events on campus and in the community relevant to social issues programming
4. Participate in college meetings and discussions on social issues as needed and appropriate

Requirements for the above position include:

1. Be a MATC student in good standing (2.0 + GPA) with enrollment of at least three credits/semester
2. Maintain a minimum of 5 hours per week in the Student Life Office working on Cultural Events planning
3. Be supportive of all Educational Program events through attendance and recruitment
4. Maintain and promote a positive professional image
5. Ensure comprehensive and equitable programming is available to all students
6. Other duties as assigned by Advisor

Expected learned skills:

This position will allow the Cultural Events Programming Chair to develop and enhance skills in the following MATC Core Ability areas:

1. Communication Skills
2. Critical Thinking Skills
3. Ethics
4. Global and Cultural Perspectives
5. Social Interaction

Additional skills that will be enhanced by this position include: professional responsibility, time management, event planning, public speaking, running effective meetings, delegation of responsibility, negotiation of contracts, and computer literacy.

To apply: Write a one-page letter of application describing the positive ways in which your active participation will contribute to the Educational Programming Board. Include your name, student ID #, email address, phone number, and the title of the position for which you are applying. Send to:

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