

**Madison Area Technical College
Education Programming Board**

Position: Global Awareness 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 educational programs and events that expand students' awareness of global events and issues. Events should help students understand their connection to the global economy, world events, and foreign policy programs so that they are better prepared to succeed in a globally interconnected world. The Global Awareness Programming Chair works with members of the Educational Programming Board and the Student Life Educational Programs Coordinator to select speakers and events, publicize the 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 Global Awareness Programs and Events including:
 - Involving Programming Board members in planning and implementation of events
 - Contracting speakers/performers/agents for global awareness events
 - Reserving appropriate facilities for events (well in advance of the event date)
 - Making arrangements for food or media services as required for events (well in advance of the event date)
 - Coordinating promotions with the Publicity and Promotions Chair to create appealing and timely publicity for global awareness events
 - Maintaining a current program planning file for each event
 - Maintaining a future programs file containing ideas for future events
2. Coordinate committee meetings
 - Facilitate planning for Educational Programming Board Events
 - Set specific and realistic goals for the committee
 - Appoint a member to keep accurate meeting notes and distribute minutes of meetings to committee members in a timely manner
3. Attend and participate in international events on campus and in the community
4. Participate in college meetings and discussions on international education 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 Global Awareness Program planning
3. Be supportive of 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 Global Awareness 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 Awareness
5. Social Interaction

Additional skills that will be enhanced by this position include:

1. Professional responsibility
2. Time management
3. Event planning
4. Public Speaking
5. Running effective meetings
6. Delegation of responsibility
7. Negotiation of contracts
8. Computer literacy and familiarity with word processing, spreadsheet, database, and graphic design software systems

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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