



*RELEASED TIME/EXTRA PAY POSITION*  
**COORDINATOR, SCIENCE LECTURE SERIES**

***Objectives Of Assignment:***

Long Term: To communicate, especially to those outside of science, some of the interesting, exciting, and important events happening in the science and math community. To offer updates of old scientific theories and communicate changes.

Short Term: To offer a series of popular-level science talks to faculty, students, staff, and members of the community at large.

Overall Goal: To encourage faculty, students, and staff to think outside of the box when it comes to the broad field of science and specifically to guide students to think of their majors with thoughtfulness and preparedness through the examples provided by the speakers.

***Description Of Assignment:***

The Coordinator of Science Lecture Series is responsible for organizing and introducing a minimum of seven (7) lectures per academic year (three during fall semester and four during spring semester) relating to the history of and current and ongoing topics in the various fields of the Sciences, Engineering, Mathematics, and any related topic(s).

The Coordinator chooses topics and speakers, from on and off campus, as appropriate and related to current events and interests of the college community and the needs of the community-at-large. The Coordinator position is housed within the office of Faculty Development. The Science Lecture Series Coordinator works under the supervision of the dean who oversees the STEM divisions.

**Tasks and/or Activities Required:**

- Seeks and schedules speakers; schedules times and rooms, and when appropriate zoom/remote logistics;
- Introduces each program and/or speaker;
- Prepares and distributes lecture schedules for the semester;
- Establishes Closed Captioning and ASL services for each lecture;
- Assists in advertising; duplicates, distributes, and posts flyers for individual lectures and arranges the lecture listings in the weekly bulletin and on the college website;

- Assists speakers with room set-up, audio-visual equipment, parking, and attends to every detail pertaining to their presentation, including any remote functionality details;
- Requests Flex Credit from Faculty Development by completing an online form, provides flex verifications to individual faculty members and sends the sign-in sheets, after each lecture, to Faculty Development; Emails Professors the names of students who attend the science lecture as proof for extra credit;
- Posts information on GCC Home Page and sends reminders about the lectures via campus E-mail;
- Manages the honorarium payment for each speaker through the Foundation Office;
- Regularly communicates with the donor of the honorarium payment, periodically providing updates.

***Preferred Qualifications:***

- Full-time faculty member with a Faculty Service Area in any of the sciences or mathematics or related fields.
- Knowledge of or experience in organizing and arranging workshops, lecture series, or conferences.

***Stipend And/Or Released Time:*** \$750 per semester.

***Term Of Assignment:*** Three (3) years subject to an annual review by the RT/EP Committee and the availability of funding.

***Application Procedure:***

1. An application form may be obtained from the Office of Human Resources.
2. The completed application form and a resume of the applicants' experience shall be returned to the Office of Human Resources.
3. A selection committee will be appointed to interview the candidates for the position.
4. The top candidate will be referred to the Superintendent/President or his designee for final interview and selection.
5. Candidates will be advised of the results of the final interview.

Released Time/Extra Pay Assignment  
Application

**RT/EP APPLICATION FORM**



**Position Title: Coordinator, Science  
Lecture Series**

**Closing Date: January 27, 2026**

Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*All activities related to this position in no way supplant contractual responsibilities  
such as office hours, committee assignments and curriculum revision and development.  
This position is subject to availability of continued funding.*

