



POSITION DESCRIPTION

Position Title: Cultural Enrichment Specialist/Delamar Assistant	
Division/Department: Instructional Services	
Location: Delamar Building	
Reports to: Lakissha Voliva	Title: Program Support Coordinator

Description Updated: August 2024

North Carolina Community College Position Funding Classification: Paraprofessional \$16 hr.	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary	This position is not to exceed 29 hours/week with a flexible schedule that includes weekends and night-time duties.
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GENERAL DESCRIPTION

The Cultural Enrichment Specialist will work with the Program Support Coordinator to expedite cultural enrichment classes, programs, and events through Pamlico Community College.

Additionally, this position will assist with coordinating events in the Delamar Center and being a point of contact for evening instructors as needed. Evening and weekend work will be required.

WORK EXPERIENCE REQUIREMENTS

- Excellent, oral, written, and organizational skills.
- Maintain a high level of customer service.
- Maintain a high level of professionalism with students, staff, faculty, and external organizations.
- Ability to work independently and as a part of a team.
- Knowledge of office administration principles, practices, and methods.

EDUCATION REQUIREMENTS

- Associate’s degree preferred; Career Readiness Certificate preferred

Specific responsibilities include:

Cultural Enrichment Specialist

- Ensure all paperwork for cultural enrichment classes (registration forms, rosters, attendance sheets, instructor contracts, course outlines, etc.) is complete and accurate.
- Supervise instructors in these classes and focus on program development.
- Organize all student records for timely submission to the Coordinator of Continuing Education.

Delamar Assistant

- Assist with all phases associated with booking the Delamar Center conference space including on-site assistance during all events.
- Actively market and solicit programs for the use of Delamar Center.
- Assist evening instructors by meeting classes to take attendance, proctor tests, and relay assignments in a faculty member’s absence; assist evening faculty in duplication needs as well as support duties as time allows.
- Perform other various administrative duties in support of the college

Other Job Functions

- Provide the highest level of customer service to customers, stakeholders, staff, and faculty.
- Greet and direct college visitors to appropriate areas.

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- Independently perform tasks, recognize, and meet identified needs to improve the service and operations of the college.
 - Attend professional development activities.
 - Actively recruit students for the college.
 - Work cooperatively with all divisions and departments of the College to advance and support its mission.
 - Follow college policies and procedures.
 - Perform other duties as assigned.

This position description is not intended to be all-inclusive. Employees may be asked to perform other related duties to meet the ongoing needs of the college.

Job Description Acknowledgement

I have received, reviewed, and fully understand the job description as written above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____