COMMUNITY SERVICES: GUEST LECTURER

BASIC FUNCTION:

Under general direction of appropriate Community Services personnel, provide a program/event/class with specific objectives and goals which meets for a single session.

REPRESENTATIVE DUTIES:

Duties may include but are not limited to:

- Organize class/workshop/events
- Establish requirements for class/workshop/events and inform participants
- Provide instruction and learning experience at appropriate level as described in course outline or description
- Maintain accurate attendance records
- Evaluate learning experience
- Submit required reports
- Ensure proper and safe use of facilities, equipment and materials
- Other related duties as assigned

EMPLOYMENT STANDARDS:

Possess or be eligible for a California Community College Classes for Adults credential or other appropriate credential for non-credit classes. Possess appropriate academic degree or appropriate occupational or other experience/knowledge for specific Community Services Program. Must be able to demonstrate appropriate organizational abilities, leadership qualities, knowledge and expertise necessary to be an effective lecturer.