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| Top of Form   |  |  | | --- | --- | | |  | | --- | | Oakland University Logo | | |  | | |  |  | | --- | --- | | Position Title | Programs Coordinator | | Position Number | 989113 | | Requisition Number | 12639 | | Salary Range/Pay Rate | Salary up to the low $30s. | | Position Notes | Compensation commensurate with education and experience.  For more information on Oakland University's salary structure  and fringe benefits, please go to our website at http://www.oakland.edu/uhr/ | | Employee Group/Grade | AP Band K | | Unit Number/Name | 3760 - Meadow Brook Hall | | Division | President | | Job Category | Administrative - Professional | | Shift/Days | This is a full time position. **First consideration will be given to those who apply by March 5, 2013.** | | Pay Schedule | Month | | Minimum Qualifications (indicate training, education) | Bachelor's Degree in Business Administration, Museum Studies, Art/Art History, Education, Marketing, Communications, or other related field or an equivalent combination of education and/or experience. Two to three years’ experience in educational and youth development, community events, volunteer management, and marketing/public relations for a museum or similar cultural organization. Excellent organizational and analytical skills. Excellent oral and written communication skills. Ability to communicate effectively with others. Ability to manage schedules and event coordination. | | Desired Qualifications | Previous experience working in a museum setting. | | All Qualifications: | All minimum, additional and desired qualifications are preferred, but qualifications, degrees and/or experience deemed comparable and/or equivalent by Oakland University in its sole and absolute discretion may be considered. | | Position Purpose | Creates, implements, and assists in marketing Cultural Events and Youth Programs that interpret Meadow Brook Hall and its collections to attract visitors, providing them with memorable experiences and building ongoing relationships. Manage volunteer activity at Meadow Brook Hall that supports all Meadow Brook Hall activity. | | Job Open Date | 02-19-2013 | | Job Close Date | Open Until Filled | | | Please refer to <https://jobs.oakland.edu> to apply for this position online. For additional job postings please view the current job postings under "JOBS" at Oakland University's web site at [www.oakland.edu](javascript:void(0)). For more information on Oakland University's salary structure and fringe benefits, please go to our website at [www.oakland.edu](http://www.oakland.edu) faculty & staff benefits and compensation.  Oakland University, as an equal opportunity institution, is committed to compliance with all federal and state laws prohibiting discrimination. Oakland University prohibits discrimination on the basis of race, sex, color, religion, national origin or ancestry, age, height, weight, familial status, marital status, disability, creed, sexual orientation, veteran status and other prohibited factors in employment, admissions, educational programs and activities. Inquiries or complaints may be addressed to Oakland University, Director of Inclusion/Intercultural Initiatives, Department of Inclusion/Intercultural Initiatives, 203 Wilson Hall, Rochester, Michigan 48309-4401.  EMPLOYMENT SERVICES OFFICE - **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION** |   Bottom of Form |

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