SESSION SCHEDULER

Want to be more involved with the SCMS annual conference? Interested in making some $$ while also supporting the Society? Now's your chance!

We are looking for a new session scheduler for the conference program. This short-term position involves working with the SCMS Office Staff, the Director of Conferences and Events, and the Conference Program Chair, to organize the SCMS Annual Conference schedule (assigning time slots, mapping room assignments, etc.). The majority of the scheduling work occurs from mid-October to late-November, and can be done remotely rather than in the SCMS Office.

Requirements for the position:
* Ability to meet strict deadlines
* Knowledge of the field and sub-fields
* Knowledge of SCMS membership

Preferable but not required:
* Knowledge of Excel
* Ability to make a three-year commitment (renewable)

Compensation: $5,000

Please send a brief letter of interest and a C.V. to scms-office@ou.edu no later than 5:00pm (CST) on September 15, 2018.