



**Job Announcement
May 2017**

**Program and Facility Manager
Purdue University Black Cultural Center**

The Purdue Black Cultural Center invites applicants for Purdue University Black Cultural Center Program and Facility Manager. The successful applicant will possess knowledge of African American history and culture and have the ability to communicate that knowledge through programs, workshops, and facilitated discussions. He or she will be dedicated to helping underrepresented students maximize their potential and assist the broader campus community in developing cultural literacy skills. Work in partnership with campus departments to provide culturally relevant programs, and promote the development and success of traditionally underrepresented students in higher education. Support recruitment and retention initiatives for students of color. Facility management responsibilities include but are not limited to coordinating and maintain a safe, clean and efficient BCC facility and conducting educational tours.

Purdue Black Cultural Center

The Purdue Black Cultural Center (BCC) is a nationally acclaimed organization and treasured educational resource. It is a focal point for the African American experience and a force for cultural enrichment and intellectual growth at Purdue University and in the community. The Black Cultural Center is a place where the black experience in America can be explored, celebrated and shared. The center provides an environment that fosters cross-cultural exchanges and noteworthy research as well as artistic expression through music, dance, drama and creative writing.

Qualifications

- Bachelor's degree required. Masters preferred. Three years of experience working with diverse student populations.
- Demonstrated commitment to promoting diversity, inclusion and cultural competence.
- Experience and knowledge in working with students of color in an educational setting
- Demonstrated experience in program development, group facilitation and strong administrative, organizational and interpersonal skills.
- Proven competence in managing multiple tasks and competing priorities.
- Strong community building skills and record of collaborating with colleagues to support student success.
- Ability to work effectively, both independently and as part of a team.
- Excellent oral and written communication skills.
- The successful candidate must have the ability to respond respectfully and effectively to people of all cultures, in a manner that affirms the worth and preserves the dignity of individuals, families and communities.

Responsibilities

- Develop, implement, and administer co-curricular educational activities and student development programs including but not limited to Friends and Family Day, Difficult Dialogues, Art Exhibitions, Annual Awards program, etc.
- Research best practices in student diversity initiatives and develop resources for the campus community.
- Serve as a resource to students as they navigate their way through the campus culture, providing leadership on sustaining and enriching a campus climate that is welcoming to all members of the community.
- Oversee the development and facilitation of information sessions, presentations and workshops related to the African American undergraduate experience.
- Hire, train and supervise student employees, maintain electronic timekeeping records.
- Collaborate with faculty and staff on cultural literacy programs
- Serve as a docent overseeing the development and implementation of cultural lectures and interpersonal communication between people from different cultures
- Oversee facility reservations and logistical support for programs held at the BCC, keep traffic counts and facility use statistics for monthly and annual reports.
- Manage the repair, upkeep and custodial functions for the BCC.
- Monitor acquisitions and property of the center including artifact collection, art displays and office equipment.
- Develop strong partnerships with academic areas and the surrounding community in support of co-curricular cultural programs and activities.
- Promote dialogue and discussion of African American history and popular culture

Deadline for Application

Review of applications will begin on July 15, 2017.

To Apply

Please send electronic and hard copies of application materials to:

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