



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Director of Programming, Booker T. Washington Center

Location: Booker T. Washington Center, Erie

Department: Academic Affairs

Reports to: Academic Affairs, Vice President for Academic Affairs

Full Time - 12 Month

Classification: Administrator

Closes: Open until filled

POSITION SUMMARY

Consistent with the mission of the University, the Director of Programming for Mercyhurst University at the Booker T. Washington Center (BTW) offers hands-on support to students and manages academic and co-curricular programming while expanding connections between the main campus and BTW. The Director of Programming reports through Academic Affairs and works in collaboration with the Vice President for Mission as a core team member for the university's equity, inclusion, and justice efforts.

DUTIES AND RESPONSIBILITIES

- Oversee on-site BTW operations for the university
- Maintain an operating budget
- Serve as a liaison between BTW and all University departments, including the Office of Academic Affairs, Registrar, Student Financial Services, Admissions, Academic Support, PR & Marketing, and Student Life
- Serve in an admissions counselor capacity generating new student applications and making admissions decisions
- Coordinate student retention efforts
- Collaborate with academic affairs to advise Booker T. Washington Center student populations
- Manage academic course offerings and semester course schedules
- Manage and assign adjunct faculty
- Collaborate with the office of Community Engagement and Grant Writing offices within Advancement to expand outreach connections between the main campus and BTW
- Collaborate with the VP for Mission and other key staff in advancing the university's efforts for equity, inclusion, and justice

REQUIRED EDUCATION/EXPERIENCE

A bachelor's degree in a related field (master's preferred) plus 2 years of experience in higher education or related administrative work.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to develop collaborative partnerships between and among diverse groups of people
- Commitment to cultivating social responsibility; supporting efforts for equity, inclusion and justice; and an ethic of personal support and care, especially for students
- Commitment to the mission and core values of the university
- Proven ability in planning, implementing, and managing projects and special events
- Proven ability to recognize areas of growth and take initiative to suggest, facilitate, and execute new programs or ideas
- Excellent organizational, oral, and written communication skills
- Possesses the ability to communicate effectively with faculty, staff, students, parents, alumni, trustees, community, and regional leaders to earn trust and support

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.