

# 2017 MLK, Jr. Commemoration Executive Director Application



***SAVE THE DATE!***

***The 2017 MLK, Jr. Commemoration will be  
January 16-20, 2017!***

### **Description of the Commemoration:**

On November 2, 1983, former President Ronald Reagan signed into law House of Representatives Bill Number 3706 declaring January 15, the birthday of Martin Luther King, Jr., a national holiday.

In December 1985, former Penn State President Bryce Jordan formed a President's planning committee for Martin Luther King, Jr. recognition. Dr. James B. Stewart, director of the Black Studies Program at that time, served as the inaugural chair. The official recognition of this holiday began in 1986, and occurs on the third Monday in January each year.

Today, the MLK, Jr. Commemoration at Penn State is made possible by a dedicated group of students, faculty/staff, donors, and units across the university. This year's student sub-committee will be comprised of an executive director, administrative director and director(s) of Sponsorship, Public Relations, Communications, Community Outreach, Faculty/Staff Outreach, Campus Events, Day of Service and Evening Celebration. Several of these chairs will represent the student sub-committee on the university-wide committee. For more information, visit [www.mlk.psu.edu](http://www.mlk.psu.edu).

### **Qualifications of Directors:**

ALL Penn State-University Park students are eligible to apply. We want students who are passionate and have had a significant Leadership experience in the past.

### **Expectations of Executive Director:**

The MLK, Jr. Student Directors will be expected to commit to a year-long position, although the peak work time will be April - February. Selection of new committee members will begin by the end of each Spring Semester, and committee members will be expected to serve through the following Spring Semester. Directors are also expected to keep in touch during the summer months and be equal participants in all of the events of the Commemoration, as it takes a team to make the Commemoration a success!

The Executive Director is expected to oversee all operations, planning and execution of the entire MLK, Jr. Commemoration week of events. Some of those duties include developing materials to help new Directors transition into the position, coordinating and delegating tasks to each respective Director on the Executive Committee, resolving all issues that arise, supporting each of the Directors and events as they need help, and acting as a source of creativity and information for Directors. The Executive Director is also responsible for leading weekly meetings, meeting weekly with the Advisor, and ensuring effective communication and coordination between all Directors on the Executive Committee.

**For additional information, contact Jael Charles, [jac6182@psu.edu](mailto:jac6182@psu.edu),  
or Kelli Dowd, Advisor and Program  
Coordinator for Service and Leadership in  
the Office of Student Activities at 814-863-4624.**

**Please submit your 2017 MLK, Jr. Commemoration Executive Director  
Application to The Office of Student Activities in  
103 HUB by Friday, February 12th at 5:00pm.**

**You will be asked to sign up for an interview slot when you submit the application.**

# 2017 MLK, Jr. Commemoration Executive Director Application

## Contact Information:

Name: \_\_\_\_\_

Major/Year: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Local Address: \_\_\_\_\_

**On a separate and attached page, please provide a resume and typed answers to the questions below (roughly 300 words per answer)**

1. What is your vision for MLK, Jr. Commemoration 2017? What do you hope to gain from your experience on the committee?
2. Planning the MLK, Jr. Commemoration begins in the spring semester and continues through the following spring, and requires consistent dedication. Please explain how you plan to balance your obligations to the committee with other commitments? Please indicate your 2015-2016 commitments.
3. Why do you think the MLK, Jr. Commemoration is important to Penn State and the surrounding community? If selected, what do you plan on contributing to the MLK, Jr. Commemoration Committee?
4. What is ONE current issue of social justice you feel passionate about? Describe one way you would motivate Penn State community to further social justice activism through the MLK Commemoration.
5. What is your definition of a leader? What qualities are necessary for a good leader to possess? How do you exemplify these qualities?
6. What leadership positions have you held in the past? How have they helped to develop you into the leader that you are today? Please give at least one specific example.

## Reference:

Note: Please select someone who has worked with you in a student group, community organization, or similar capacity who can speak to your leadership skills, ability to work in a team, etc. (not another student).

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ E-mail: \_\_\_\_\_