



Position Title: Director
Reports To: Dean of Honors College
Department: Honors College/Dual Language Program
Prepared By/Date: Jennifer Bravo./7-1-2010
Approved By/Date: Dr. Alexandria Holloway/7-1-2010
Revised: Jennifer C. Brito/7-22-2010
Job Code: 0124
Job Group: PEC
Salary Grade: 16
FLSA Status: Exempt

Summary:

The Director of the Honors College/Dual Language Program is responsible for coordinating and facilitating consistency in the operation and offerings of the Honors College and the management of all academic and student related functions at the InterAmerican Campus.

Essential Duties and Responsibilities:

- Oversees the overall management of the Honors College on the campus including the set of dual language courses, extended honors courses, and Honors Contracts
- Collaborates and conducts college wide recruitment initiatives with public and private high schools
- Provides student academic, career and transfer advisement; planning and participating in all Honors College relate committees program
- Creates and maintains student databases, monitoring and supporting student progress
- Supports faculty development of new academic honors courses and programs
- Partners, assigns, and monitors student internships, mentoring and coaching relationships
- Works with faculty in planning and expediting study travel and student presentation experiences, identifying guests and visiting professors for college side programs
- Collaborates with other departments and committees to develop college wide initiative
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of academic, transfer and career advisement
- Knowledge with recruitment and advisement activities
- Possess excellent interpersonal, oral and written communication skills in English and Spanish
- Possess strong creative and leadership skills
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work in a multi-cultural, multi-ethnic environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree and a minimum of three (3) years administrative, educational or managerial experience
- Customer service skills and ability to work in a multi-ethnic/multi-cultural environment.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name