



<b>Position Title:</b>	Director		
<b>Reports To:</b>	Dean of Honors College		
<b>Department:</b>	Honors College	<b>Job Code:</b>	0124
<b>Prepared By/Date:</b>	Dr. E. Carter Burrus Jr./6-29-2010	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Dr. Alexandria Holloway/6-29-2010	<b>Salary Grade:</b>	16
<b>Revised:</b>	Jennifer C. Brito/7-22-2010	<b>FLSA Status:</b>	Exempt

### **Summary:**

The Honors College Director encourages and rewards excellence by providing intellectual challenges to superior students. The Honors College gives superior students special recognition, academic programs, honors courses, general services and advisement, articulation with individual academic departments, upper-division colleges, universities, and feeder high schools.

### **Essential Duties and Responsibilities:**

- Coordinates the campus honors college
- Recruits students, visits high schools, and maintains close ties with administrators, counselors and teachers
- Maximizes visibility in local communities to attract honor students who are beyond the traditional college age
- Develops curriculum for the campus
- Works with individual faculty to assure a rigorous, challenging, and rewarding educational experience for students
- Identifies courses that are to be offered by conducting research
- Determines course content and instruction desirable for honor students
- Provides academic enrichment activities such as guest lectures, field trips, and service learning projects
- Develops the curriculum with faculty for the Honors Leadership course
- Develops the complete campus schedule of classes for each semester
- Dissemination of information and selection of recipients
- Answers questions regarding scholarship awards and financial aid
- Personalizes advisement and career planning for each student, nurturing and motivating students to transfer opportunities throughout the state and country
- Conducts networking and planning of university and college visits to the campus, as well as securing transfer scholarship/packages for individual students
- Manages the Honor College Department/Resource Center;
- Serves as faculty advisor to Phi Theta Kappa
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of majors and requirements for transferring to all colleges and universities
- Knowledge of the advisement services, testing area, financial aid, student activities, career center and the registration office, community involvement and civic library
- Knowledge of current developments/trends in area of expertise.
- Knowledge of curriculum practices and trends relating to the area of expertise.
- Excellent and effective management, organizational, budget, computer, communication, and interpersonal skills
- Ability to interact positively with colleagues
- Ability to document and work collaboratively in a multiethnic/multi-cultural 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 in Education or related field and three (3) years of related experience
- Must demonstrate a strong commitment to student success and achievement

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name