

Position Title: Honors Student Program Coordinator

Qualifications: Bachelor's degree; minimum. Master's degree preferred. One (1) year of student personnel experience. This position requires excellent organizational and communication skills; creativity, flexibility and self-motivation are also important. Accurate attention to detail is necessary along with the ability to communicate effectively and in a highly professional manner with students, staff, department faculty, and other administrative-professionals on campus.

Description of job responsibilities/duties:

Teach First Year Seminar

Participate in seminar staff meetings and training; work with HPMs, assume teaching responsibilities for assigned seminar sections

Advisement of Selected Majors

Plan and conduct advising for students of assigned majors

Assist and oversee Graduate Assistant in charge of coordinating S.A.L.T. (Student Assistants Leadership Team)

Meet regularly with students on team; be a resource for programming; help insure that traditional activities (e.g., alumni panel; professor panel; variety show; spring formal) take place; be a conduit for resource requests

Coordinate National Scholarships

Gather and publicize application materials and processes from various national scholarship programs, such as Goldwater, Truman, Udall & Cooke; recruit student applicants and answer questions; help applicants develop quality materials; organize campus review processes with assistance of Honors Director; make sure applications are delivered on time; publicize winners.

Produce Honors Program Newsletter

Solicit articles and pictures for the newsletter, write occasional pieces for the newsletter; layout the newsletter; see that it gets placed online; announce publication on listserv

Serve as Honors Program Liaison with University Housing Office

Help insure that the policies and practices regarding Honors House, including the selection of residents, meet the needs of the program and its students; gather information; answer UHS questions. Oversee the non-Honors roommate request process. Work with SALT to develop programs in Honors House the week before classes start during early move-in.

Recruitment Organizer/Digital Materials Developer

Keep track of Open Houses, Information Meetings, etc. and recruit Honors staff and SALT members to attend; develop PowerPoint materials, as needed, to be used in recruitment or orientation; work with Administrative Assistant to assure handout materials are available

Advise ALD (Alpha Lambda Delta)

Help the leaders of ALD achieve the goals of providing quality social experiences for the largest

possible number of Honors students; work with officers of ALD and oversee organizations' activities; participate in the ALD induction ceremony

Honors Liaison to Undergraduate Research Symposium

Serve as programs point of contact with the undergraduate research symposium; help recruit students to participate in the symposium, both as presenters and as guides/judges/helpers; develop means to recognize participating students.

Coordinate Selection Process of Student Staff

In the spring semester oversee the process of updating application materials for HPM, PSA, and SALT, with other staff members. Set a timeline for advertising the positions, the application deadline, and interviews. Work with other staff members to post materials on website and in listservs. Coordinate the scheduling of interviews with applicants and other staff members.

Position Title: Coordinator, Honors Student Program

Job Class Number

298410

Required Qualifications:

1. Bachelor's degree.
2. One (1) year student personnel experience.

Type of Position:

Administrative Professional

Required Qualifications:

Bachelor's degree and understanding with regards to the broad knowledge of concepts, practices, and procedures to handle complex tasks and offer guidance beyond manual-driven and policy/procedural advice to students.

A Master's Degree will not be required at time of hire, but there will be an expectation to achieve this degree for continued success in this position.

Preferred Qualifications:

Master's Degree and Experience specifically in an Honors Program

Required Licenses/Certifications/Degrees:

BA/BS

First Level Supervisor: Director, Honors

Department: Honors Program - 610

HR Contact: Derek Story