

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Honors Program Coordinator

DATE PREPARED: Spring 2014

DATE REVISED: Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for leading a comprehensive honors program designed to provide students with an enriched and challenging academic community of learners and to facilitate the transfer of students to competitive public or private four year colleges and universities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for coordinating various functions of the honors program such as, but not limited to student recruitment, faculty recruitment and orientation, case management services, academic advising, registration, new student orientation, student recognition ceremonies, tracking of academic progress, transfer assistance and other related student services.
- Responsible for the day to day operation of the honors program, honors courses, co-curricular learning experiences and any other activities necessary to achieve program objectives.
- Actively recruits, enrolls and orients students for the honors program. Acts as a resource in answering questions and providing information regarding the honors program.
- Prepares and coordinates internal and external marketing efforts to include planning/preparing public information campaigns and delivering presentations for public education programs.
- Coordinates and provides various student services and support functions to retain honor students so they will graduate as honors scholars.

Manages the scholarship award process for the honors program.

- Chairs the honors program steering committee and keeps the executive dean informed of activities and outcomes.
- Works closely with honors program steering committee and Instructional Schools to create innovative honors courses and program offerings. Schedules courses, invites faculty members to teach and provides professional development opportunities for instructors.
- Administers and monitors assigned budget. Assists in developing proposals for external funding of education programs. Develops and maintains recordkeeping systems; ensures completion of mandated reports in compliance with all requirements.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Maintains data and produces statistical reports related to functions and maintains records of student population served, achievements and activities.
- Responsible for creating educational partnerships with honors programs at two and four year colleges throughout the state and nation. Develops articulation agreements with four year honors programs. Establishes and maintains partnerships with community business/organizations and other entities to leverage resources to support the honors program.
- Supervision: Responsible for the selection, training, coaching, development and evaluation of assigned full time staff.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Works requires ability to lift and carry moderately heavy materials weighing up to twenty pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus four years of experience in an educational environment or student services area **or** Associates degree plus six years of experience in an educational environment or student services area. Must have one year of supervisory experience of full time staff. Requires advanced skills in word processing and spreadsheet applications and the ability to adapt to new software technology. Requires program expertise in the design and implementation of instructional programs and special events. Requires a valid driver's license and the ability to travel as required between district locations. Requires proven writing skills, the ability to coordinate and/or perform multiple tasks simultaneously, meet tight deadlines and communicate effectively with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***