Los Medanos College

Interim Honors Program Director (Fall 2017)

Los Medanos College announces an opportunity for full-time faculty to apply for the **Interim Honors Director Position** for the **Fall 2017 semester** while Honors Director Jennifer Saito is away with the Study Abroad Program. This position comes with **0.65 reassigned time** for the Fall 2017 semester. During the Fall 2017 semester, s/he will move into the Honors Director office in the Honors Center and be readily available to the Honors Students as they engage with the program.

**Essential Duties:**

The Honors Director reports to the Dean of Student Success and is responsible for the following duties:

* **Be regularly accessible to Honors Students in the Honors Center** to assist them with their day-to-day educational and/or personal issues including development of Honors Contract proposals, preparation for research conference presentations, transfer/scholarship applications, etc.
* **Serve as the faculty advisor to the Honors Club** and assist the student officers in planning and developing myriad social, educational and cultural enrichment activities of benefit to the program, college and community. This role includes attending weekly meetings and chaperoning planned events.
* Collaborate with the Honors Club, the Honors Administrative Assistant and the Honors Faculty to **plan and implement myriad events** such as guest speakers, leadership workshops, fund raisers, field trips and more.
* **Work closely with the Transfer Center and the Honors Counselor to help Honors Students prepare for transfer,** including giving advice about majors and transfer universities, coaching students through the application process, certifying UCLA TAP scholars, editing admissions essays, writing letters of recommendation, etc.
* **Work closely with the Honors Faculty** to assist them with their courses, contract projects and enrichment activities
* **Recruit students** for the program from local high schools, LMC students, and the larger community and **oversee the admissions and orientation process.**
* **Coordinate the Honors Yosemite Retreat** held every September.
* **Coordinate and oversee the Honors Center facility.**
* Work with appropriate LMC staff to **facilitate the scheduling, marketing and enrollment management of the Honors Courses.**
* Work closely with the Honors Administrative Assistant and Admissions to **maintain the program’s database** in order to **ensure correct transcript notation of Honors Work**, **generate certificates, certify Honors Scholars, track student progress** and **analyze program statistics.**
* **Chair the Honors Advisory Board,** which meets monthly to oversee program curriculum, policies and standards.
* **Recruit and mentor new Honors faculty** and assist in the Honors Contract and Course development process.
* **Oversee the assessment and evaluation of Honors Courses.**
* **Maintain program ties** with honors partner universities and professional honors organizations such as the UCLA TAP Council, the Honors Transfer Council of California and the Bay Honors Consortium.
* **Collaborate with other LMC learning communities,** such as the Transfer Academy, MESA, Puente, Umoja Scholars, and Student Life to organize joint events, leadership retreats, conference trips, and other projects. This includes attending the **monthly Learning Community Meeting**.
* **Coordinate and communicate with appropriate college governance groups.**

**Minimum Qualifications:**

Must be employed as a **full-time** faculty member at LMC

**Desirable Qualifications:**

Ideal candidates will possess the following:

* Knowledge of and experience with the Honors Program’s curriculum, students, faculty, events, policies and procedures;
* Enthusiasm about working closely with and being highly accessible to the honors students, staff and faculty in the Honors Center;
* Knowledge of the transfer process, IGETC and CSU GE patterns and other information necessary to support the Honors Counselor in providing academic guidance to the Honors Students;
* Experience mentoring students, organizing events and advising Student Clubs.

**Application Instructions:**

To apply for this position, please **submit a letter of interest** outlining your interest in the position as well as the professional strengths and experiences that you believe will make you a good candidate for the position. Letters should be submitted to Dave Belman, Dean of Student Success **by the end of the day on Friday, December 2nd.**

Please note that interviews will take place during the week of December 5-9, 2016 with a goal of filling this positon before the Winter Recess (and before Fall 2017 scheduling begins).