

Honors Program Director

Description: The Director of the Snow College Honors Program serves as the leader and manager of the Honors Program for the College, coordinating faculty participation in the program, overseeing curriculum and course selection and scheduling, managing promotion and public information about the Honors Program, and guiding recruitment to the program, including oversight of program admission requirements and processes, student orientation and advising, and certification of program completion.

Essential Duties:

1. Development and implementation of a multiple year strategic plan for student recruitment and admission to the Honors Program, coordinating with SC recruitment, admissions, and scholarship operations.
2. Leadership and oversight of public information and promotional strategies and operations related to expansion and enhancement of the Honors Program.
3. Planning and participation of on-campus and regional activities promoting the Honors Program as well as formal and informal informational meetings for prospective students and parents.
4. Coordinating regular meetings of the Honors Program Faculty Committee, recruiting new faculty members as members of the Committee, and supporting action items recommended by the Committee.
5. Developing and sustaining "honors pathways" from selected high schools in and beyond Snow College's primary service region to the Snow College Honors Program *as well as* from the Snow College Honors Program to selected four-year colleges/universities.
6. Oversee all academic components of the Honors Program, including required and elective elements, thematic courses, contracted study arrangements, completion requirements, domestic/international study options, et cetera.
7. Coordinate and represent the Honors Program and its needs with related College offices/programs, including admissions, advising, registration, scholarships, advancement, student success, service learning, library, media, and others as needed on a regular basis.
8. Administer the awarding of Honors (and Honors related) Scholarships.
9. Serve as mentor to students in the Honors Program as well as mentor and coach to faculty members engaged in the Program.
10. Conduct and present to the Office of Academic Affairs an annual program review of the Honors Program.

Core Qualities Sought: Excited about and committed to enhancing and promoting a vibrant, stimulating, and intellectually challenging honors program at Snow College—relevant to our students learning needs and aspirations. Inspirational in the love of learning. Innovative and creative.

Assignment: 40-50% of load during academic year. Summer assignment by contract.