

## DAP\* Position: Honors Program Coordinator

\*DAP refers to "District Assigned Personnel," who are faculty members provided release time assignments to perform duties that serve the needs of the District.

<b>Position Title:</b> Honors Program Coordinator
<b>Position Overview:</b> Under the supervision of the Dean of Behavior and Social Sciences, the Honors Program Coordinator will facilitate a schedule of honors course offerings each semester and coordinate the activities of the Honors Program at Rio Hondo College. The Coordinator will work with an assigned Honors Program Counselor and designated support staff in the successful planning, promotion, and operation of the Honors Program.
<b>Term Length<sup>1</sup>:</b> 2 academic years, Fall and Spring semesters only
<b>Next Term Start Date<sup>1</sup>:</b> Fall 2013 (position to be filled Spring 2013)
<b>Release Time Assignment<sup>1</sup>:</b> 40% per semester
<b>Administrative Supervision:</b> Dean, Behavior and Social Sciences
<b>Key Duties &amp; Responsibilities:</b> <ol style="list-style-type: none"><li>1. Represent Rio Hondo College in the Honors Transfer Council of California (HTCC), a nonprofit corporation whose members include over fifty community colleges in California with active honors programs.</li><li>2. Represent Rio Hondo College in the UCLA Transfer Alliance Program (TAP), which facilitates the transfer of students who have completed honors/scholars programs at their community colleges to UCLA at the junior level.</li><li>3. Attend meetings of the HTCC and TAP, as needed.</li><li>4. Coordinate the District's Honor's Program in accordance with state Title V and Chancellor's Office regulations, and District Board Policies and Administrative Procedures.</li><li>5. Research emerging trends in honors educational programs.</li><li>6. Attend ongoing training on "best practices" for delivery of successful honors courses and programs.</li><li>7. Maintain honors transfer agreements between Rio Hondo College and four-year schools and actively seek new transfer partners.</li><li>8. Routinely review the two-year cycle of honors courses at Rio Hondo College to address changing demands of student enrollment, transfer requirements, and program objectives.</li><li>9. Consult with academic deans each semester, fall and spring, to determine a diverse schedule of honors classes from various disciplines.</li><li>10. Advise faculty from various divisions in writing curriculum for new honors courses.</li><li>11. Evaluate the academic rigor and requirements of honors curriculum on an ongoing</li></ol>

basis.

12. Work collaboratively with an assigned Honors Program Counselor.
13. Work collaboratively with IT staff to identify, integrate, and assess technical requirements for effective honors course delivery.
14. Recruit students to participate in the Honors Program.
15. Conduct Honors Program orientations each semester, in conjunction with the Honors Program Counselor, for prospective honors students to learn about the purpose of the Honors Program, the benefits of participation, and steps to become involved.
16. Maintain a database of students enrolled in honors courses at Rio Hondo College.
17. Oversee the certification of student completion of honors courses and program requirements, in collaboration with the Transfer Center.
18. Coordinate honors class schedules and program activities with the Office of Marketing and Communication.
19. Facilitate the use of spaces on campus dedicated to honors student activities, study, and research.
20. Promote student involvement in the Honors Transfer Society.
21. Promote and attend the HTCC-sponsored annual student research conference at UC Irvine for students in community college honors programs.
22. Schedule and attend the Honors Advisory Committee meetings.
23. Assist with development and enforcement of operational policies and procedures for the Honors Program.
24. Contribute suggestions for improving and maintaining the Honors Program Website.
25. Prepare and submit the annual program plan for the Honors Program.
26. Prepare reports as necessary in support of the Honors Program's strategic planning.
27. Provide information, as needed, to assist the Vice President in preparing the operational budget for the Honors Program.
28. Provide information, as needed, to assist the Vice President in completing surveys related to honors course offerings at the College.
29. Contribute to data collection efforts related to the District's self evaluation for accreditation.
30. Maintain office hours at times appropriate to the needs of Honors Program students, faculty, and staff.
31. Work with College staff to design and distribute promotional materials for the Honors Program.
32. Develop, implement, and update a personal professional development plan on an as-needed basis.
33. Perform related duties and responsibilities as assigned.

**Employment Standards (Knowledge of):**

1. Planning, organization, and direction of the current Honors Program at Rio Hondo College.
2. Operations, services, and activities of the Honors Program.
3. Applicable policies, procedures, goals, and objectives of the Honors Program.
4. Capabilities of computer systems, software, and hardware used in course management systems.
5. "Best practices" in honors program delivery and pedagogy.
6. Effective strategies for training and professional development.

7. Mission, philosophy, and goals of the College.
8. District organization, operations, policies, and procedures.
9. California Community College System and functioning on state, local, and institutional levels.
10. Principles of business and personnel coordination.
11. Organization and coordination of records.
12. Pertinent federal, state, and local laws, codes, and regulations related to distance education, including appropriate sections of the California Education Code.
13. Mission, bylaws, and constitution of the Honors Transfer Council of California (HTCC).
14. Mission, goals, and objectives of the UCLA Transfer Alliance Program (TAP).
15. Transfer requirements and articulation agreements with partner colleges.
16. Accessibility issues and regulations related to Honors Program classes and activities.
17. Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

**Employment Standards (Skills & Abilities):**

1. Operate modern office equipment, including computer equipment and software.
2. Develop and maintain interpersonal relationships.
3. Plan, direct, and coordinate the operations of the Honors Program.
4. Develop innovative programs and services to meet the diverse needs and interests of the community.
5. Establish feasible program goals and evaluate program results.
6. Analyze situations accurately and adopt an effective course of action.
7. Apply and interpret pertinent laws, rules, regulations, and policies.
8. Communicate clearly and concisely, both orally and in writing.
9. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
10. Prepare comprehensive narrative and statistical reports.
11. Effectively utilize computer equipment, software, information management systems, and course management systems in the performance of duties.
12. Identify and respond to faculty issues, concerns, and needs with regard to honors class offerings.
13. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
14. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District's programs and functions.
15. Meet schedules and timelines.
16. Work independently with little direction.

**Minimum Qualifications:**

1. Master's degree in a related field preferred; Bachelor's degree considered.
2. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Special Requirements:**

1. College teaching experience, including 1-2 semesters experience teaching honors course(s).

<sup>1</sup>The District retains the right to deny or reassign a release time position at any time based on changing needs for DAP. Assignment percentages and length of term may be adjusted by the District, as needed.