Board Approved August 17, 2016
FLSA: EXEMPT

DIRECTOR, HONORS PROGRAM

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, reviews, and personally performs difficult and complex professional work related to the activities of the Honors Program, including evaluating and approving students' program eligibility and coordinating with other departments and divisions in scheduling program classes; provides counseling services to students on college admission processes; researches and gathers various program data and develops reports; provides highly complex and responsible support to the Dean, Humanities and Social Sciences in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean, Humanities and Social Sciences. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages all activities of the Honors Program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean, Humanities and Social Sciences in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating programmatic work. This class is distinguished from the Dean, Humanities and Social Sciences in that the latter oversees the programming and administration of the District's entire Humanities and Social Sciences Department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the daily functions, operations, and activities of the Honors Program.
2. Serves as primary advisor for Alpha Omega Alpha chapter of PTK and Honors Ambassadors; train co-advisors; attends general and officers meetings on a weekly basis.
3. Oversees leadership training for new officers; consults regularly with each officer concerning his/her duties, program, and events.
4. Coordinate Honors course scheduling; review schedule of classes for accurate information and course listings relating to the Honors program.
5. Work with professors, departments, and deans to optimize Honors enrollment management policies.

6. Maintain ongoing communication with administration and faculty regarding Honors events and opportunities and enrollment trends in Honors courses.
7. Prepares and administers the annual Honors Program budget, monitor budget and auxiliary accounts for Honors programs and secures alternate sources of funding as appropriate such as grants and other relevant sources.

8. Hires, trains, evaluates, and develops assigned personnel.
9. Facilitates the development of strategic plans for the program and manages relevant and appropriate activities resulting from the goals of that strategic planning. Prepare annual reports as needed.
10. Works with other faculty, departments, divisions and various disciplines to offer appropriate honors courses.
11. Supports marketing and recruitment efforts on campus and in local high schools to recruit qualified students for Honors.
12. Maintains current communication with Honors students and various campus offices to ensure that students in the program are aware of Honors program activities as well as deadlines for transfer and scholarship applications.
13. Advises and monitors students in person, writing, e-mail, and by phone.
14. Reviews student records to certify completion of program and Transfer Articulation Program (TAP) certification.
15. Compiles materials and analyzes data regarding enrollment, student success, retention, and transfer.
16. 16. Publicizes undergraduate conference opportunities for Honors students and facilitates student participation in conference presentations, accompanying students to conferences.
17. Schedules, plans, and provides leadership for Honors Advisory Council meetings; consults with Council members concerning policy revisions and emerging trends within the Honors Program
18. Collaborates in the recruitment of new Honors professors and assists Honors professors in understanding Program policies and practices.
19. Maintains contact with transfer partners, especially concerning scholarship opportunities and articulation with their Honors programs; represents Mt. SAC at monthly Honors Transfer Council of California meetings.
20. Maintains communication with Honors directors and counselors of other community college Honors programs; attends regional and national meetings to maintain currency in areas such as transfer articulation, leadership, undergraduate research opportunities, and best practices for excellent Honors programs.
21. Manages, tracks, and coordinates relevant and appropriate activities for the Honors College cohort students including, scheduling classes, workshops, trainings, and fieldtrips.
22. Manages Honors peer mentor program including hiring, supervising and tracking the recruitment of target populations including coordinating retreats, leadership trainings, field trips, and providing training and supervision for peer mentors.

23. Maintains and updates Honors website to function as a dynamic communication tool for the students and the campus.
24. Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the Honors Program.
25. Supervise collaborative planning processes for events, projects and activities.
26. Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
27. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
28. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
29. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
30. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
31. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
32. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
33. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
34. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Planning, organizing, and directing the operations of a comprehensive Honors Program (including Phi Theta Kappa Honors Society and the Honors Ambassadors Club).
3. Budget preparation and control.
4. Principles, practices, and procedures for the evaluation and supervision of personnel.
5. Instructional techniques, materials, and strategies related to effective maintenance of a high quality Honors program.
6. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
7. Curriculum model standards for Honors courses.
8. Effective policies and practices in supporting the needs of Honors program students.
9. Application and transfer process for four-year colleges and universities.

10. Effective practices for event planning.
11. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
12. Modern office practices, methods, and computer equipment and applications.
13. English usage, spelling, vocabulary, grammar, and punctuation.
14. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
15. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio- economic and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
5. Prepare and administer budgets; allocate limited resources in a cost effective manner.
6. Interpret, apply, and explain laws, codes, regulations, policies, and procedures related to Honors programs.
7. Coordinate activities to ensure compliance with established requirements for Honors programs.
8. Analyze situations accurately and adopt an effective course of action.
9. Monitor, evaluate, and modify services and procedures to enhance/the educational effectiveness of the Honors programs and their capacity to meet student needs.
10. Develop, Implement, and conduct new student orientations and assist with workshops necessary for successful student applications to transfer institutions.
11. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
12. Prepare comprehensive narrative and statistical reports including management and analysis of data.
13. Effectively represent the District and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
14. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

15. Meet schedules and timelines.
16. Operate a computer and assigned office equipment.
17. Use technology including Banner, OnBase, Argos, Sandbox, OmniUpdate, and Acrobat Professional.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Work independently with little direction; plan and organize work.
20. Establish and maintain cooperative and effective working relationships with students, faculty, and administrators related to assigned programs.

Education and Experience:

1. Equivalent to a master's degree from a regionally accredited college or university; and
2. Two (2) years college program management experience.

Desirable Qualifications:

1. Five years community college teaching.
2. Two years community college Honors teaching.
3. Two years Honors program administration.
4. Proven track record of implementing or overseeing programs or policies relating to
5. diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions
6. serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
7. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is

primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023