



**DATE ISSUED:** 05/16  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Assistant Director Honors Programs

### ***JOB SUMMARY***

To serve as assistant to the Executive Director of honors programs with responsibilities that include curriculum development, honors research support, marketing and promotion of programs, assistance with external funding (grants and fundraising) initiatives, and specific managerial decisions made in the absence of the Executive Director or in his/her stead. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Executive Director, Honors Programs

*Supervises:* Regularly supervises clerical staff and student assistants. May assist Executive Director in supervising Honors Coordinator when necessary.

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Assists Executive Director in setting budgetary, recruitment, course scheduling, and program promotion goals and initiatives.
- Coordinates existing programs and develops initiatives to strengthen them through retreats, orientations, welcome events, travel/study abroad opportunities, and other activities.
- Represents the honors programs at public functions and on university committees.
- Approves honors contract and capstone submissions and related documents.
- Supervises student assistants and office staff.
- Makes budget decisions in consultation with the Associate Vice President of Undergraduate Studies and Academic Partnerships in the absence of the Executive Director.

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- Oversees ongoing collaboration between program and university resources (technology, library, Career Services, Enrollment Management, Registrar, Financial Aid, Alumni Relations).
- Represents Office of Honors Programs at university functions in the absence of the Executive Director.
- Facilitates opportunities for honors students to participate in scholarly activities, conferences, seminars, and workshops.
- Develops enhanced marketing and program promotional materials and coordinating with TWU Marketing and communication.
- Serves as assistant to Executive Director in all honors housing related matters and other university components.
- Assists Executive Director in identifying and developing talented students to put forward for prestigious scholarships and fellowships.
- Assists Executive Director in developing grant proposals and advancement opportunities.
- Develops and schedules honors curriculum each term to include recruiting and training Honors UNIV 1231 instructors.
- Supplemental advising for honors students.
- Secondary point of contact for programs and components both external and internal.

### ***ADDITIONAL DUTIES***

- Serves as advisor to honors student organizations student committees.
- Performs other duties as requested.

### ***EDUCATION***

Master's degree in appropriate field preferred. Bachelor's degree with substantial experience in honors education at the college level acceptable.

### ***EXPERIENCE***

Minimum of five years of experience within a university academic setting is required.

### ***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

- Extensive knowledge of honors programs, curricula, recruitment, marketing, and development.
- Extensive knowledge of honors education trends locally, regionally, and nationally.
- Knowledge of various academic and student service components at TWU.
- Extensive familiarity with honors programming and special initiatives (e.g., travel abroad, housing, learning communities).
- Good computer software skills including MS Word, Excel, Access, PowerPoint, Datatel, Colleague, Web-based software and DARS.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university software and email.

***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee must have the ability to drive a vehicle safely. The employee may be required to travel.

***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***