



DATE ISSUED: 09/13
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Executive Director of Honors Programs

JOB SUMMARY

Leads and directs the Honors Programs by serving as the principal administrator for Honors Programs and Pioneer Honors Award Program. The position will be responsible for planning, coordinating, implementing and assessing the effectiveness of honors curricula, initiatives, and other academic enrichment programming for students. Serves as the primary spokesperson for the programs in their relations with diverse constituencies internal and external. Charged with developing regionally and nationally competitive honors programs with duties ranging from leadership in curricular development, admission and retention criteria, program assessment, staff supervision budgetary matters, and resource development and fundraising. Work is performed under the administrative supervision of the Associate Provost for Undergraduate Studies and Academic Partnerships, with evaluations to be focused on measurable performance of administrative and service functions designed to provide a holistic student experience. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Provost for Undergraduate Studies and Academic Partnerships

Supervises: Honors Coordinator, Senior Honors Coordinator, Secretary, Sr. Secretary, Student Assistants

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

- Principal administrator for Honors Scholar Program and Touchstone Honors Award Program.
- Designs, develops, and manages honors curriculum for both programs.
- Collaborates and plans with faculty, chairs, deans, and provost in curriculum matters.
- Assesses effectiveness of honors program and aligns assessment with TWU strategic goals.
- Develops strategic goals for honors programs growth and effectiveness.

- Establishes policies and procedures and is the principal policy-making role for both programs.
- Chairs the Honors Advisory Council.
- Designs, implements, and renews honors articulation agreements with two-year schools.
- Implements programs' policies and coordinates with Dallas and Houston Honors Liaisons.
- Recruits regionally and nationally competitive prospective students.
- Coordinates and evaluates retention, completion, and graduation goals and initiatives.
- Facilitates the nomination/application of TWU students for national scholarships by working with standing committees and other campus entities involved in the selection process.
- Oversees awarding of approximately \$1 million in scholarship support.
- Develops, supervises, and evaluates honors study abroad program (largest on campus).
- Represents TWU to external constituencies (alumni, donors, foundations, schools).
- Supervises Honors Scholar Program staff members and student assistants.
- Oversees budget for both honors programs.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Responds to national and regional organization mandates and guidelines.
- Reviews faculty eligibility for honors instruction, contracts, and capstones per NCHC rules.
- Collaborates with other TWU components on special initiatives (e.g., Terry Foundation).
- Assists in attracting external organizations and foundations to partner with TWU.
- Strategically positions programs for upcoming certification/accreditation by NCHC.
- Performs other duties as requested.

EDUCATION

Doctoral degree required.

EXPERIENCE

At least five years of successful academic experience, particularly focused on a wide range of practices, curricular models, administrative structures, and national and state trends in honors education on the university level. Effective management and communication skills, strategic planning skills, and skills related to external programs and university promotion. Experience in collaborating with university administration, chairs, faculty, and staff on a multitude of issues

ranging from course offerings to housing to student services. Prior successful supervisory experience 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:

- Familiarity and experience with a wide range of practices, curricular models, administrative structures, and national and state trends in honors education on the university level.
- Ability to effectively provide management skills and communication skills, strategic planning skills, and skills related to external program and university promotion.
- Ability to collaborate with university administration, chairs, faculty, and staff on a multitude of issues ranging from course offerings to housing to student services.
- Ability to recruit, retain, and graduate high achievement, regionally and nationally competitive students.
- Ability to implement effective employee development procedures and interpret financial data/plans and manage resources for an undergraduate program of approximately 500 students.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to communicate effectively orally and in writing.
- Demonstrated ability to communicate effectively and work cooperatively with diverse individuals and groups in a team environment, accompanied by a strong service orientation.
- Commitment to continued personal professional development.
- Ability to use a personal computer and other office equipment, including related 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 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.

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.

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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.