



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Honors Coordinator

JOB SUMMARY

Performs responsible work in the recruiting of new honors students into both the Honors Scholar Program and the Touchstone Honors Program, providing assistance to students in the program with respect to completion of honors program requirements, coordinating program activities, and carrying out administrative work for the program. Responsible for working with students, faculty, and university staff. 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 or Assistant Director (as needed), Honors Programs

Supervises: May supervise clerical staff and Student Assistants

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

- Assists the Executive Director in recruitment of new honors students.
- Coordinates honors freshman retreat and new student orientations.
- Coordinates arrangements for events and activities.
- Assists Executive Director in coordinating fundraising activities for the Honors Endowment.
- Coordinates production of student publications.
- Consults with honors students each semester to assist with completion of honors program requirements.
- Attends Honors Advisory Council meetings.
- Coordinates and attends Honors Student organization meetings.
- Coordinates and attends honors cultural, social, and co-curricular events.
- Supervises clerical staff's recordkeeping for the Touchstone Honors Program.
- Supervises select honors student committees as assigned.

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- May travel to Dallas and Houston sites to consult with current students and faculty.
- Travels with students and director to regional and national honors conferences.
- Assists Executive Director and Assistant Director in coordinating honors housing initiatives.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's Degree in related field is required.

EXPERIENCE

One year experience in a college or university academic setting is preferred. Completion of an honors program at a four-year institution preferred.

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:

- Working knowledge of office practices and methods.
- 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 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.

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,

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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.