



## Job Description

**Job Title: Honors Program Coordinator**

**JTC: EAQ**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for leading a comprehensive honors program designed to provide students with an enriched and challenging academic community of learners and to facilitate the transfer of students to competitive public or private four-year colleges and universities.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Able to be responsible for the day to day operation of the honors program, honors courses, co-curricular learning experiences and any other activities necessary to achieve program objectives. Chairs the honors program steering committee and keeps the executive dean informed of activities and outcomes.

Advanced skills in word processing and spreadsheet applications and the ability to adapt to new software technology. Requires program expertise in the design and implementation of instructional programs and special events. Must actively recruit, enroll and orient students for the honors program. Able to act as a resource in answering questions and providing information regarding the honors program.

Ability coordinate and provide various student services and support functions to retain honor students so they will graduate as honors scholars. Demonstrates a high degree of proficiency in performing job assignments and uses time allotted for completion of tasks efficiently.

Able to maintain data and produces statistical reports related to functions and maintains records of student population served, achievements and activities. Able to manages the scholarship award process for the honors program.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus four (4) years of experience in an educational environment or student services area. Must have one year of supervisory experience of full-time staff. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for coordinating various functions of the honors program such as, but not limited to student recruitment, faculty recruitment and orientation, case management services, academic advising, registration, new student orientation, student recognition ceremonies, tracking of academic progress, transfer assistance and other related student services. Prepares and coordinates internal and external marketing efforts to include planning/preparing public information campaigns and delivering presentations for public education programs.

Responsible for creating educational partnerships with honors programs at two-year and four-year colleges throughout the state and nation. Develops articulation agreements with four- year honors programs. Establishes and maintains partnerships with community business/organizations and other entities to leverage resources to support the honors program.

Works closely with honors program steering committee and Instructional Schools to create innovative honors courses and program offerings. Schedules courses, invites faculty members to teach and provides professional development opportunities for instructors.

Administers and monitors assigned budget. Assists in developing proposals for external funding of education programs. Develops and maintains recordkeeping systems; ensures completion of mandated reports in compliance with all requirements. Responsible for the selection, training, coaching, development and evaluation of assigned full time staff.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to*



## Dallas County Community College District

*perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*