



**DATE ISSUED:** 11/08

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Honors Scholar Program

### **JOB SUMMARY**

Performs responsible work in the recruiting of new honors students into the program, providing assistance to students in the program with respect to completion of honors program requirements, assisting Director in coordinating program activities, and carrying out administrative work for the program. Responsible for working with students, faculty, university staff, and the Director in growing and developing the program in an effort to meet institutional and program goals. 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:* Director, Honors Scholar Program

*Supervises:* May supervise clerical staff and Student Assistants

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

Assists Director in recruitment of new honors students.

Plans and coordinates honors freshman retreat.

Coordinates arrangements for events and activities.

Assists Director in coordinating fundraising activities for the Honors Scholar Endowment.

Teaches honors section of University 1011.

Assists Director in production of Institutional Effectiveness reports.

Assists Director in overseeing production of honors program publications (newsletter and research journal).

Consults with honors students each semester to assist with completion of honors program Requirements.

Attends Honors Advisory Council meetings.

Attends Honors Student Organization meetings.

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Attends honors cultural, social, and co-curricular events.  
Travels Dallas and Houston sites to consult with current students and faculty.  
Travels with students and director to regional and national honors conferences.  
Researches fellowship, grant, and scholarship opportunities available to students.  
Serves as honors liaison to Housing's LLC ("NET") program.  
Serves on various university committees.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

### **EDUCATION**

Bachelor's Degree in related field is required. Master's degree preferred.

### **EXPERIENCE**

One year of experience within an academic setting is required. Completion of an honors program at a four-year institution preferred.

### **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.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to drive a vehicle safely, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*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:** \_\_\_\_\_

***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, sex, sexual orientation, or 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.***