

## Invitation to Apply: Honors Transfer Program Coordinator

The Academic Senate and the Office of Instruction at Cañada College announce the reopening of the position of Honors Transfer Program Coordinator. All fulltime and adjunct faculty are invited to apply.

### Hours/Compensation/Term:

- 15 hours/week, Full-time 0.4 reassignment per semester, Part-time paid hourly (non-instructional load rate)
- 4 years, Aug. 2021- May 2025

### Application

Review the duties and desired qualifications listed below. Interested persons may apply by answering the following three questions in approximately one page.

1. Why are you interested in being the HTP Coordinator?
2. What has been your experience with our Honors Transfer Program or similar program at Cañada or other institutions?
3. What unique contributions do you bring to the position?

### Duties include:

- facilitating instructional materials, techniques and classes associated with honors education;
- consulting with students, supporting their success, and maintaining effective, ongoing communication
- organizing honors contracts;
- collaborating with the Honors and Transfer Counselor and assisting with case management of student participation and completion;

- keeping abreast of Honors Transfer Agreements and working closely with Honors Transfer Counselor to certify students who are qualified to participate
- collaborating with outreach, counseling, and other student services in relevant campus and off- campus events and managing the program budget;
- organizing and participating in off-campus and on-campus honors events, including consortia, symposia, conferences, and others
- organizing and facilitating the campus-wide Honors Research Showcase (every spring semester)
- advocating for honors activities and students through governance processes
- developing and distributing promotional materials
- assisting and working with faculty from across the college and district in development and expansion of the impact of the Honors Transfer Program
- assess, document, and modify program and learning outcomes to meet student and college needs
- serving as co-chair of the Honors Transfer Program Advisory Committee and as a member of Instructional Planning Council
- Member of the Technical Review Committee which is a sub-committee of Curriculum Committee when necessary

Desired qualifications include:

- demonstrated ability to teach at the honors level
- experience leading an honors program or similar faculty-led program
- skills in outreach, promotion, program development
- effectiveness in supporting and fostering student success and excellence