

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2024**

**DIRECTOR OF HONORS PROGRAM**

**FLSA STATUS: EXEMPT - PAY GRADE: 24-A**

**JOB FAMILY: MANAGERIAL/SUPERVISORY      JOB FUNCTION: ACADEMIC AFFAIRS**

**GENERAL STATEMENT OF JOB:**

The Director of the Honors Program provides strategic vision, instructional leadership, administrative supervision, and day-to-day management of the FSCJ Honors program. This position works collaboratively with the Honors Steering Committee, the Faculty Senate, and other program stakeholders. This position oversees honors curriculum, instruction, outcomes assessment, and co-curricular learning. This position works individually with each honors student to support their academic success through academic advising, career planning, academic success coaching, and coordinated referrals for academic and student support services. This position plans and implements activities that foster a supportive learning community among the honors students and faculty.

The Director of the Honors Program leads college-wide processes and practices involving honors recruitment, marketing, admissions review, and student orientation. This position collects, analyzes, and reports data regarding honors students' success, retention, graduation, and transfer rates. This position also oversees honors faculty professional development.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Supervises and manages the daily operations of the Honors program.

Develops, maintains, and monitors the budget for the Honors program.

Develops and submits requests to the College's Scholarship Committee for institutional scholarships covering the costs of tuition and fees based on the honors funding model.

Collaborates with the offices of Marketing and Communications and of Admissions and Recruitment to plan and lead the marketing and recruitment activities for identifying prospective honors students.

Plans and supervises honors student application and admissions review processes.

Plans and leads the annual honors student orientation.

Collaborates with Honors program stakeholders, including the Honors Steering Committee, the Faculty Senate, and others, to develop, review, and revise honors curriculum, instructional practices, undergraduate research, outcomes assessment, and co-curricular learning activities, including student leadership development.

Collaborates with faculty teaching honors courses on the design, development, and implementation of academic service-learning activities and community engagement projects.

Collects, analyzes, and reports data regarding honors students' success, retention, service-learning hours, graduation, and transfer rates as well as other areas related to academic and co-curricular engagement.

Collaborates with the Honors Steering Committee and the Academy for Teaching and Learning to develop, review, and revise the Honors Faculty Professional Development program.

Performs other related duties, as required.

**SUPERVISION RECEIVED:**

Supervision is received from the assigned administrator.

**SUPERVISION EXERCISED:**

Supervision may be exercised over assigned staff.

**MINIMUM QUALIFICATIONS:**

Master's degree from a regionally accredited institution with a concentration in one of the five general education areas, higher education administration, or another relevant field, supplemented by three (3) years of teaching experience in higher education.

**PREFERRED QUALIFICATIONS:**

Doctorate degree from a regionally accredited institution with a concentration related to one of the five general education areas or to higher education administration. Three (3) years of teaching experience in higher education. Experience with marketing, recruiting, and admissions processes. Experience with advising, student records, admissions, financial aid, and course scheduling.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS:**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to utilize high school algebra and descriptive statistics. Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

**Effective:** 05/2019

**Revised:** 4/30/24; 6/26/24