

## **Honors Program Coordinator (Faculty)**

### **Overview:**

The Honors Program at De Anza College is a pivotal program within the Division of Equity and Engagement encouraging students to engage in research, community service, creativity, global studies, and leadership, all while aligning with the college's transfer mission. The program's strategic placement under the Division of Equity and Engagement aims to broaden participation and awareness of honors programming among underserved students, supporting the college's commitment to a culture of equity that fosters student success.

The Honors Program Coordinator will collaborate with the Transfer Center Counselors and Division of Equity and Engagement staff and faculty to manage and develop the program. The position reports to the Dean of Equity and Engagement.

### **Core Responsibilities:**

#### **Student-facing Services:**

- Promote and recruit students to the Honors Program, collaborating with other programs (Early College Promise, Athletics, Learning Communities, Mellon Scholars, Dual Enrollment, etc.) to engage and enroll students from these populations.

Review student records to certify completion of the Honors Program, the Transfer Alliance Guarantee, UC Irvine Honors-to-Honors program, Honors Transfer Council of California, and Transfer Articulation Program (TAP) certification.

Use the website, campus communications resources, social media, and Honors newsletter to maintain communication with students and campus offices, ensuring awareness of program activities and deadlines.

Serve as the primary advisor for the Beta Psi Mu chapter of Phi Theta Kappa.

#### **Program Faculty and College Coordination:**

- Collaborate in recruiting and onboarding new Honors faculty and assist them in understanding program policies and practices.

Assess curricular needs and develop/revise Honors curriculum with faculty.

Generate the Honors schedule with division Deans, ensuring course sequencing aligns with program goals.

Provide leadership in the college's governance structure, consult on policy revisions, and address emerging trends within the Honors Program.

Facilitate strategic planning for the program and manage activities arising from these plans.

Prepare annual reports, including the completion of annual program reviews and the assessment of Program Learning Outcomes (PLOs).

Work with the Division of Equity and Engagement to establish and manage the Honors Program budget.

### **Community Ambassador:**

- Maintain communication with directors and counselors of other community college honors programs; attend regional and national meetings to stay updated on transfer articulation, leadership, undergraduate research opportunities, and best practices for honors programs.

Liaise with the Honors Institute and staff at Foothill to provide continuity and streamlined processes for honors students within the Foothill-DeAnza CCD.

Serve as a liaison with community partners (e.g., UCLA TAP, UC Irvine Honors-to-Honors program) and work to establish new partnerships.

### **Additional Responsibilities:**

- Schedule and input Honors courses in Banner.

Coordinate the update of course outlines for Honors courses with faculty.

Recruit new students, especially from non-traditional communities.

Verify and certify program completion and request transcript designations.

Attend outreach events to inform and recruit new students.

Collaborate with Guide Pathways Villages to integrate Honors within the pathways

Recruit diverse faculty to teach Honors courses.

Hire and advise Honors program student officers and assistants.

Plan and organize events such as orientations, end-of-year celebrations, member meetings, and workshops.

Hold regular office hours (2 hours a week) to mentor honors students.

Submit annual budget requests to the Dean and DASG.

### **Minimum Requirements:**

- Must be a full-time De Anza Faculty member. Proficiency in Microsoft Office, Excel, or other Apple applications.

### **Compensation:**

**\$5000** additional pay per academic term (approximately 5 hours a week).

**\$1500** summer compensation.

Total annual compensation: **\$16,500.**

### **Application Process:**

Interested full-time faculty should apply by forwarding a current resume and a brief interest letter to Michelle Hernandez, Dean of Equity and Engagement Division (hernandezmichelle@deanza.edu), ASAP.