

## Invitation to Apply: **Honors Transfer Program Coordinator**

The Academic Senate and the Office of Instruction at Cañada College invite interested full-time and adjunct faculty to apply for the position of Honors Transfer Program Coordinator. The term of service for the current Interim Coordinator position was for a single year (2014-15). The HTP Advisory Committee, in conjunction with the Office of Instruction, has decided to establish the position as a 4-year term, renewable without term limits. At the end of the fourth year, the position will be reopened to members of the entire faculty to apply. Reassigned time for the position, currently at 0.4 FTE, is subject to renewal every two years. A summary overview of the duties and desired qualifications follows.

Interested persons may apply by answering the following questions: (limit: 1 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?

Completed applications shall be submitted to Jo'an Tanaka ([tanakaj@smccd.edu](mailto:tanakaj@smccd.edu)) by noon Friday the 20<sup>th</sup> of February. Complete applications will be reviewed by a faculty screening committee who will forward finalists to the Vice President of Instruction. Faculty who would like to serve on the screening committee should contact Doug Hirzel ([Hirzel@smccd.edu](mailto:Hirzel@smccd.edu)).

### **Duties include:**

- facilitating instructional materials and techniques associate with honors education
- consulting with students, supporting their success, and maintaining effective, ongoing communication
- collaborating with outreach, counseling, and other student services in relevant campus and off-campus events
- organizing and participating in off-campus and on-campus honors events, including consortia, symposia, conferences, and others
- 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 impact of HTP
- assess, document, and modify program and learning outcomes to meet student and college needs

### **Desired qualifications include:**

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