

Invitation to Apply: Honors Transfer Program Coordinator Position

The Academic Senate and the Office of Instruction announce the position of Honors Transfer Program Coordinator. Regular and adjunct faculty are invited to apply.

Hours	15 hrs/week
Compensation	Full-time 0.40 (6 units) reassignment, Part-time paid hourly (non-instructional load rate).
Term	4 years, renewable (Fall 2025 – Spring 2029)
Responsible Administrator	Dean of Science and Technology

Application

Review the duties listed below. Interested persons may apply by answering the following three questions in approximately one page. Email your answers to Cañada Academic Senate (canacademicsenate@smccd.edu).

1. Why are you interested in being the Honors Transfer Program Coordinator?
2. What has been your experience with the Honors Transfer Program and/or other related programs?
3. What unique contributions would you bring to the position?

Complete applications will be reviewed by a screening committee who will forward finalists to the Vice President of Instruction. Faculty who would like to serve on the screening committee to review the applications for this position should email Cañada Academic Senate (canacademicsenate@smccd.edu).

Core Responsibilities

In this leadership position, the Faculty Coordinator's responsibilities exceed those of serving on a college committee and are different from those enumerated in Appendix D1 of the AFT contract.

1. HTP Assessment (10%: 2-6 hrs wkly pending review cycles)
 - Leads HTP Program Review and assess Program Learning Outcomes
 - Work with PRIE to track HTP student membership, enrollments, progress, and fill rates
 - Contribute to Accreditation report
2. HTP Planning and Committee Meetings (10%: 2-4 hrs weekly pending meetings)
 - Meet regularly with Honors Counselor to identify student and program needs
 - Develop Honors course pathway aligned with CALGETC patterns and meet with faculty and deans across divisions to plan sufficient Honors courses and sections
 - Serve as voting member of IPC

- Member of technical review committee: review all Honors Course Addendums
 - Chair the Honors Committee Advisory Meetings
3. HTP Marketing (10%: 2-4 hrs wkly+ time for initial designs and plan development)
 - Develop and Implement "Annual Marketing Plan" including:
 - Monthly HTP Newsletter
 - All campus email about HTP each semester
 - Creation/distribution of physical and electronic program/event flyers, RSVPs, sign-ins
 - Social Media posts
 - Photographs and videos of events and graduating students
 - Report on Honors events in Cañada Events and the President's Cañada weekly
 - Update and maintain all HTP Website pages
 - Design and manage HTP Canvas Shell
 - Design and share HTP Canvas Module for faculty to embed in their courses
 4. HTP Outreach and Program Enhancement (20%: 4-20 hrs wkly pending conference attendance and video creation)
 - Keep updated on Transfer Alliance Program (TAP) and National Collegiate Honors Council requirements and guidelines
 - Participate in local, state, and national Honors meetings and conferences for training and program improvement
 - Work with Outreach to train student ambassadors and attend on and off-campus recruitment events including with local high schools
 - Send a variety of regular targeted emails to stakeholders including:
 - HTP student members, students enrolled in Honors or doing Honors Contracts,
 - prospective students and Cañada community
 - Create, share, and update HTP videos across campus and community
 - Present at participatory governance meetings outside the coordinator dept. and division
 - Capture Honors student stories and testimonials as they are accepted to universities
 5. HTP Event Coordination and Budget Management (15%: 3-10 hrs wkly pending events)
 - Plan and execute Honors Kickoff, Honors Transfer Workshop, BHC Proposal Workshop, Cañada College Honors Research Showcase, BHC, and other Honors events
 - Create presentation and multimodal workshop content and event feedback forms
 - Manage event logistics (reservations, refreshments, IT, student and faculty participation, set up, clean up, editing and distributing event recordings, and evaluating feedback)
 - Publicize Honors Conference Opportunities and plan student and faculty involvement including support with logistics and PD forms
 - Manage HTP budget including:
 - coordinating funding for Honors events, Honors conference participation
 - coordinating memberships in local, state, and national honors organizations
 6. HTP and (non-HTP) Honors Student Support (20%: 4-10 hrs wkly pending time of year)
 - Update and monitor HTP applications
 - Review all rolling HTP applications and write acceptance and rejection letters
 - Meet with Honors students each semester to support goals and progress
 - Respond to student inquiries year-round
 - Assist students with Honors conferences including with their submissions, conference advance and expense forms, practicing, attending, introducing, and timing presentations

- Collaborate with campus programs (Puente, Umoja, STAR, MESA, Promise, EOPS and others) and across divisions to support students and advocate for Honors
 - Participate in planning and delivery of Student Achievement and Award Recognition
 - Ceremony, presenting HTP speech and graduation medals
 - Monitor student maintenance of HTP membership requirements (GPA, enrollment etc.)
 - Collaborate on providing Honors transfer guidance on Honors elements of transfer applications including PIQ's, letters of recommendation processes, and TAP questions
 - Promote transfer opportunities and events including transfer workshops, university rep visits, new transfer alliances, and scholarships
 - Report HTP students with updated SEPs for priority registration list
 - Help Honors students with Contract Proposal Submissions and guidelines
 - Promote Honors student publication opportunities
7. Honors Contract Management and Faculty PD (15%: 3-10 hrs wkly pending Contract submission dates and Honors Pod meetings)
- Share Honors resources and information with faculty and collaborate on student success
 - Recruit and support new Honors Contract Faculty and promote options to students
 - Create systems for Honors Contract process and communicate broadly
 - Monitor Honors Contract Proposal Submission and Completion forms
 - Review all Honors Student Contract Proposals and work with students and faculty across campus to help them meet the contract criteria and deadlines each semester
 - Tally and report Honors Contract Completion lists to Admissions and Records
 - Facilitate Honors Pods via the Faculty Learning Program trisemester sessions and individual support of faculty
 - Co-Plan Honors Pod sessions
 - Recruit faculty, set up session times, invites, agendas, monitor RSVPs
 - Create interest and feedback forms
 - Co-facilitate Honors Pod sessions, review and incorporate feedback
 - Compile and share results and resources from Honors Pods