



Classification Description

Job Title: Director, Honors Scholar Program and Center for Undergraduate Research and Creativity

Pay Grade: Administrator

Job Code: 4028

FLSA Status: Exempt

Job Purpose

The Director, Honors Scholar Program (HSP) and Center for Undergraduate Research and Creativity (CURC) provides leadership to develop and advance a diverse, inclusive, and accessible undergraduate honors scholarship and research community for all students, faculty, and staff. The Director is responsible for providing visionary leadership for the Honors Scholar Program at Florida SouthWestern State College. The Director will oversee curricular development, extracurricular activities, program assessment, and resource development. In leading the Honors Advisory Committee, the Director will establish Honor Scholar admission criteria and monitor admitted students through completion of program requirements. Working in collaboration with the Center for International Education Office of Institutional Research, the Director plans and implements initiatives that expand participation in research and creative endeavors; helps identify funding sources for projects; communicates the impact of these experiences on student learning and success; and cultivates working relationships among interested parties with diverse cultural backgrounds and life experiences. This professional organizes workshops and training resources for faculty and research mentors using evidence-based best practices. This position collaborates with Team AASPIRE and faculty to disseminate research results to our community and facilitate student and faculty presentations at state, national, and international conferences. By facilitating research and creative endeavors, this office realizes our mission to “prepare a diverse population for creative and responsible participation in a global society; and serve as a leader for intellectual, economic, and cultural awareness in the community.” This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Provides administrative leadership for the Honors Scholar Program in collaboration with the Faculty Coordinator of the Honors Scholar Program.

Provides administrative leadership for the Center of Undergraduate Research in collaboration with the Faculty Coordinator of CURC.

Develops, implements and maintains a successful strategic plan for the Honors Scholar Program and CURC in collaboration with the President’s Office and relevant advisory committees.

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Works in collaboration with the President's Office to develop and maintains policies and procedures associated with Honors Scholar Program and CURC initiatives.

Leads advisory committees to establish goals, collect performance data, and utilize data to inform improvement.

Serves as a resource to all members of the FSW community who wish to participate in honors scholarship, research and creative projects.

Collaborates with appropriate College leadership and staff in the development and acquisition of federal and state grants to support these endeavors.

Remains current on all issues related to honors programs, undergraduate research and creativity and implements a robust assessment tool for evaluating our practices and results.

Acts as liaison with other Florida institutions, professional organizations, and political initiatives which will further FSW's mission to prepare a diverse population for creative and responsible participation in a global society.

Attends relevant conferences at state, regional, national and international levels to maintain the highest standards for this office.

Works in collaboration with other relevant offices to identify faculty leadership for CURC activities and faculty-student research collaboration.

Develops and completes reports and provides analysis related to the Honor Scholar Program and Center for Undergraduate Research and Creativity.

Works in collaboration with Team AASPIRE to organize and implement Research Expos each semester.

Develops and oversees the establishment of a journal to communicate all Research and Creative endeavors to the wider community.

Provides oversight of the development and maintenance of a website dedicated to HSP and CURC.

Collaborates with the Marketing Department to develop and disseminate materials promoting HSP CURC.

Builds and strengthens relationships across campuses and centers in support of HSP and CURC initiatives.

Supervises assigned staff; recruits, interviews and recommends candidates for hire; prepares performance evaluations in accordance with applicable policies; recommends or arranges appropriate training as needed for staff; provides regular guidance and support to accomplish departmental objectives.

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Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Doctoral degree from a regionally accredited institution of higher education.

Five (5) years of experience with teaching and/or conducting research with Honors Students or within a Collegiate level Honors Program.

Experience in leadership roles in a Collegiate level Honors Program and/ Undergraduate Research Program preferred.

Personal and educational philosophy compatible with the goals, objectives and mission of Florida SouthWestern State College.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 1, 2022. Revised: July 15, 2022.