



## Classification Description

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**Job Title: Director, Cross-Curricular Innovation and Honors**      **Pay Grade: Administrator**

**Job Code: 4808**

**FLSA Status: Exempt**

### **Job Purpose**

The Director of Cross-Curricular Innovation and Honors, a position that also oversees Undergraduate Research initiatives, provides visionary leadership to advance student achievement across the curriculum and to foster a vibrant community of undergraduate Honors scholars and researchers. Reporting to the Assistant Vice President of College-wide Curriculum, Academic Enhancement and Support, the Director leads College-wide efforts to develop and integrate high-impact practices, community-engaged learning, and evidence-based approaches to student success. The Director oversees the Honors Scholar Program, the Center for Undergraduate Research and Creativity (CURC), the Capstone program, and cross-curricular initiatives focused on core competencies including reading comprehension, academic writing, and quantitative reasoning. By cultivating strategic partnerships with faculty, academic support units, and community organizations, and by facilitating undergraduate research and creative endeavors, this position advances FSW's mission to serve as a leader for academic, economic, and cultural growth in the region. This is a College administrator position serving on an annual contract.

### **General Responsibilities**

#### **Essential Functions**

Provides administrative leadership for the Honors Scholar Program in collaboration with Academic Affairs and Student Life, including leading the Honors Advisory Committee, establishing admission criteria, managing scholarships, and monitoring student progress through completion of program requirements.

Provides administrative leadership for the Center for Undergraduate Research and Creativity (CURC), supporting faculty-student research partnerships and creative endeavors across all disciplines.

Works with Deans and faculty to develop and implement initiatives that expand student participation in Honors scholarship, undergraduate research, and creative endeavors; helps identify funding sources for projects; and communicates the impact of these experiences on student learning and success.

## DIRECTOR, CROSS-CURRICULAR INNOVATION AND HONORS

Collaborates with appropriate College leadership and staff in the development and acquisition of federal and state grants to support Honors, undergraduate research, and academic enhancement initiatives.

Leads advisory committees as appropriate to establish goals, collect performance data, and utilize data to inform continuous improvement of Honors, CURC, and Capstone programs.

Works collaboratively with all academic support units to lead, organize, and implement Research Expos, innovation showcases, and related special events that enhance student learning in support of the College's mission.

Collaborates with Marketing to develop and disseminate promotional materials.

Remains current on issues related to Honors programs and undergraduate research; implements robust assessment tools for evaluating practices and results; and attends relevant conferences at state, regional, national, and international levels.

Facilitates integration of high-impact practices across the curriculum, including community-engaged learning, undergraduate research, learning communities, and capstone experiences, to enhance student employability and academic success.

Using institutional data and best-practice models, supports the Assistant Vice President for College-wide Curriculum, Academic Enhancement and Support in College-wide efforts to implement evidence-based practices that improve student learning outcomes, working closely with faculty, learning assessment, and academic support services to ensure consistent quality.

Collaboratively develops faculty programs focused on pedagogical innovation and the implementation of high-impact practices, including faculty fellowships, learning communities, and professional development initiatives.

Coordinates the development of innovative academic strategies embedded in the curriculum that bridge traditional disciplinary boundaries, with emphasis on reading comprehension, academic writing, and quantitative reasoning.

Provides oversight for the Capstone program, ensuring its integration with broader student success initiatives and high-impact practices.

Partners with eLearning, IIET, CTLE, and the Libraries to develop and implement technology-enhanced learning strategies that improve student success across modalities and locations.

Builds and sustains a Community-Engaged Learning program by developing strategic academic partnerships with community organizations and cultural institutions that create meaningful applied learning experiences for students.

Coordinates academic co-curricular programming with relevant Schools and offices to reinforce classroom learning and promote student engagement, including speaker series, innovation showcases, and community-engaged learning experiences.

## DIRECTOR, CROSS-CURRICULAR INNOVATION AND HONORS

Supports the Assistant Vice President in reviewing and analyzing assessment data related to student learning outcomes across academic initiatives, using data to work collaboratively with faculty, department chairs, and directors to jointly develop new academic initiatives that drive continuous improvement and scale successful practices.

Contributes to strategic planning for academic innovation.

Works with the Assistant Vice President for College-wide Curriculum, and Academic Enhancement and Support to manage relevant budgets and resources for assigned academic initiatives.

Develops and completes reports and provides analysis related to assigned programs.

Participates in relevant College committees related to student learning, undergraduate research, and pedagogical excellence.

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 to determine if she/he can 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 full-time work experience with postsecondary teaching and/or conducting or supervising undergraduate- or graduate-level research.

Experience teaching and leading in Honors Scholar program(s).

Experience teaching and leading community-engaged learning courses and/or programs.

Demonstrated excellence in written and verbal communication skills.

Evidence of holistic interaction with colleagues and undergraduate students in broad areas of postsecondary curriculum improvement, high-impact practices, and/or co-curricular activities.

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

## DIRECTOR, CROSS-CURRICULAR INNOVATION AND HONORS

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.
- 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.

### **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.

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Environmental: Normal general office.

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

Approved: May 21, 2026.