

Honors Coordinator

Supervising administrator:

Dean of English, World Languages,
Communication Studies and Fine, Applied,
and Communication Arts

Reassigned time:

20% FTEF

Length of Term:

Academic Year 25-26, possible summer work

Funding source:

U fund

Work Location:

Some remote, some in-person at Ocean

Position Description:

The Honors Coordinator supports the coordination, development and implementation of Honors throughout the college, in particular in facilitating the initiation and completion of Honors contracts.

Job Duties:

- Processing and certifying Honors contracts.
- Serving as the liaison with Admissions & Records regarding Honors contracts.
- Serving as an advisory member of the Honors Issues Subcommittee of the Academic Senate.
- Communicating with students regarding Honors options in classes and whether Honors makes sense with their future plans.
- Providing guidance to faculty regarding Honors issues, in particular with helping faculty understand Honors' expectations and with managing Honors contracts as they move through the AdobeSign system.
- Serving as a liaison to the larger college community regarding any changes to the honors contract approval process and other relevant honors issues.
- Serving as the UCLA TAP coordinator, signing off on and working with counseling on UCLA TAP forms.
- Serving as a liaison to the Bay Honors Consortium regarding honors transfer agreements with four-year colleges and universities.
- Assisting in the development, review, and revision of policies and procedures related to Honors.
- Maintaining the Honors website.
- Keeping current with changes regarding Honors and TAG agreements with various colleges.

Required Qualifications:

- Active employment at CCSF as a teaching faculty member.

Desired Qualifications:

- Experience teaching students doing honors contracts.
- Experience serving on the Honors Issues Committee.
- Strong communication skills in working with students and college personnel.

Application Directives (what to send to whom by when):

To apply, send a letter (approx. 2-3 paragraphs) by email explaining your interest in and qualifications for the position to the supervising administrator Erin Denney (sdenney@ccsf.edu) and to Academic Senate President Alexis Litzky (alitzky@ccsf.edu) by noon on Monday, April 7.