

COMPTON COMMUNITY COLLEGE DISTRICT



HONORS TRANSFER PROGRAM FACULTY COORDINATOR

POSITION DESCRIPTION

Under the direction of an assigned Dean, the Honors Transfer Program Faculty Coordinator is responsible for the overall coordination of the College's Honors Transfer Program. The Honors Transfer Program Faculty Coordinator will serve as a liaison between students, instructors, and administrators. The Honors Transfer Program Faculty Coordinator will chair the Honors Transfer Program Advisory Committee to foster campus-wide communication of objectives and resources. The Honors Transfer Program Faculty Coordinator will be selected from the ranks of full-time faculty for approval by the assigned Dean and the Vice President of Academic Affairs.

DUTIES AND RESPONSIBILITIES

- To oversee and coordinate the day-to-day functions of the Honors Transfer Program.
- Process all applications for honors course credit, including proposal assessment.
- Guide honors faculty through the additional grading process required for honors classes.
- Provide academic advisement for project curriculum.
- Work closely with Admissions and Records Office staff to ensure timely recording of honors credit on student transcripts.
- Communicate with Division Chairs and Deans to ensure that honors classes are scheduled in line with the developed Honors Pathway offerings.
- Update and maintain the Honors Transfer Program website.
- Produce and distribute promotional materials, including flyers, posters, etc.
- Develop, implement, and monitor a plan to further cultivate the Compton College Honors Transfer Program.
- Provide informational presentations to the campus community, and high school students.
- Annually develop a list of proposed goals to be discussed with the assigned academic Dean.
- May assist students to establish an Honors Transfer student organization and may serve as the faculty mentor.
- Create and coordinate a yearly calendar of workshops and activities for Honors students.
- Perform other duties as assigned (including meetings).

REQUIRED QUALIFICATIONS

Full-time Compton Community College District faculty member.

Salary Range: Current Salary and the Honors Transfer Program Faculty Coordinator will be compensated with 20% reassigned time.

Conditions of Employment: Temporary Assignment, Full-time Compton Community College District faculty member.