



FOOTHILL COLLEGE

12345 El Monte Rd, Los Altos Hills, CA 94022

Honors Institute Coordinator

The Foothill College Honors Institute administers a program that encourages students to consider research, community engagement, creativity, global studies, and leadership opportunities as the cornerstone to their success, while remaining closely aligned with the college transfer mission. A program within the Office of Equity, the Honors Institute is committed to supporting the college goal of creating a culture of equity that promotes student success, particularly for underserved students. It has proven itself an effective outreach and transfer program at Foothill. The incorporation of this program under the Office of Equity strategically positions the program to expand knowledge of and participation in honors programming to underserved students. The Honors Institute Coordinator will work alongside the Honors Counselor, and Office of Equity staff to administer the program.

Core responsibilities for the Honors Institute Program Coordinator include:

Student-facing Services

- Promotion and recruitment of students to the Honors Institute while collaborating with other Foothill programs (Early College Promise, Athletics, Umoja, Puente, Mellon Scholars, Dual Enrollment) regarding ways to engage, and encourage Honors enrollment of students in these populations.
- Reviewing student records to certify completion of program and Transfer Articulation Program (TAP) certification.
- Utilizing the website, social media and/or Honors newsletter to maintain communication with students and various campus offices to ensure awareness of program activities (research symposiums, internships, field trips, etc.) and deadlines for transfer and scholarship applications.
- Serving as primary advisor for Beta Psi Mu chapter of Phi Theta Kappa.

Program Faculty and College Coordination

- Collaborating in the recruitment and onboarding of new Honors faculty and assisting faculty with understanding program policies and practices.
- Assessing curricular needs and developing/revising Honors curriculum in collaboration with faculty.
- Organize, create, and support linked courses such as the Changemaker Community, that focuses on faculty support, curriculum development, and maintaining a cohort-based learning community model.
- Generating Honors schedule with division Deans, including sequencing of courses and their alignment with the program.
- Scheduling, planning, and providing leadership for Honors in the college's governance structure; consulting with governance members concerning policy revisions and emerging trends within the Honors Institute.
- Facilitating the development of strategic plans for the program and managing relevant and appropriate activities resulting from the goals of that strategic planning.
- Preparing annual reports when needed, including Program Review.
- Working with the Office of Equity to establish and manage the Honors Institute Program budget.

Community Ambassador

- Maintaining communication with directors and counselors of other community college honors programs; attending regional and national meetings to maintain currency in areas such as transfer articulation, leadership, undergraduate research opportunities, and best practices for excellent honors programs.
- Serving as liaison for the program w/community partners (i.e UCLA TAP, UC Irvine Honors-to-Honors program, etc.) and work to establish new partnerships.

Qualifications

- The coordinator must be a current tenured faculty member at Foothill College, or part-time faculty with reemployment preference.
- The coordinator must demonstrate a commitment to the college's Strategic Vision for Equity, and a foundational understanding of the Honors Institute and/or similar programs.

Honors Institute: foothill.edu/honors/

Strategic Vision for Equity: foothill.edu/equityplan/

Application and Selection Process

- Email a letter of intent highlighting your qualifications for the position and a current résumé or vitae by **May 11, 2022** to Ajani Byrd, Dean of Institutional Equity, Diversity and Inclusion at byrdajani@fhda.edu
- Applicants will be interviewed by a panel that includes Office of Equity staff and other appropriate personnel beginning **May 18, 2022**.
- Appointments will be made for a period of two years starting from July 1 of each year, subject to review after the first academic year of appointment.

Budget and Load Distribution

The Honors Institute Coordinator position is funded by Student Equity and Achievement (SEA) categorical funds and will report to the Dean of Institutional Equity, Diversity, and Inclusion, in consultation with the Office of Equity Program Supervisor.

Workload: .6 FTEF reassigned time for academic year / Summer stipend available