

RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

Director, College Scholars Program

60% Released Time

Closing Date: May 30, 2024



Objectives of Assignment:

Long-Term:

To maintain an honors program in which motivated and academically dedicated students participate in a rigorous curriculum that emphasizes critical thinking, in-depth analysis of issues, research experience and evaluation of problems across a variety of disciplines.

To prepare these students for transfer to the four-year institution through mentorship opportunities, activities, and research experience.

To create a social environment that will develop the students' sense of altruism, social conscience, and competence in collaboration and cooperation as members of an organization that will serve them well in their careers and lives.

To help foster an academic and social environment that will provide students with leadership training, engagement with the campus and larger community, and opportunities for tutoring and academic support.

Short-Term:

To recruit a diverse population of students who demonstrate the potential for success in a rigorous college-level curriculum and readiness for active engagement in various Scholars committees, subcommittees, meetings, and events.

To manage the Honors course offerings as part of the general-education and pre-major requirements, evaluate the students' progress each semester, and offer opportunities for student academic support as needed.

To conduct meetings with the Scholars Advisory Committee and participate in the Academic Affairs Committee.

To train the yearly Scholars student Cabinet, beginning in the summer prior to the

academic year in which they serve, in effective leadership and collaborative strategies.

To help students broaden their knowledge of universities and support their individual goals, and help students transfer to the university of choice.

Supervision Exercised and Received:

Supervision provided by the Vice President, Instructional Services.

Description Of Assignment (Duties include but are not limited to):

- Recruit Scholars, screen their applications, and select qualified participants for Fall and Spring admission. Sustain an online application process that provides for selection of eligible candidates who show that they are informed about program goals, policies, and practices, and demonstrate readiness to thrive in the academic and social contexts of the program and to contribute to its well-being.
- Track, evaluate, and keep records of rosters and all Scholars' standing in the program at mid-semester and at the end of each semester (Fall and Spring) in terms of academics and participation, notifying all Scholars of their standing.
- Counsel students on Probation and Dismissal status in the interest of their return to good standing, and work with students within the program to help them with options to overcome scheduling and other conflicts so that they may proceed.
- Chair regular and *ad hoc* meetings of the College Scholars Advisory Committee.
- In consultation with the appropriate division chairs, develop sufficient offerings of Honors classes, and schedule the Scholars classes during the designated time slots.
- Assure that the Scholars student committees subcommittees meet and function. Attend and participate in the committee meetings and provide information and advice.
- Prepare, distribute, and/or post all necessary promotional brochures and documents, including on the Scholars Website.
- Assume the duties involved in belonging to transfer alliance programs, including the evaluation and submission of certifications of eligible Scholars for the UCLA Transfer Alliance Program, the UC Irvine Campuswide Honors Collegium, and other agreements with the Honors Transfer Council of California (HTCC) Partner Colleges.
- Affiliate with the Directors of the Honors/Scholars Programs of other colleges participating in the transfer alliances, the Honors Transfer Council of California (HTCC), and if feasible, other entities, such as the National Collegiate Honors Council and the Western Regional Honors Council.

- Administer College funds and other funds set aside for the College Scholars Program, including donations to the program. Raise funds to allow the program to make needed purchases, cover conference fees, donate to on-campus and community entities, and provide scholarships.
- Work with the College Scholars Counselors to assure that all Scholars plan and update their Student Education Plans to ensure their academic progress and readiness for transfer.
- Oversee the production of the Scholars Journal, Scholars Announcements and updates, Scholars Outreach presentations, and other Scholars information that the students prepare and publish, including on the Scholars Website, the Scholars Canvas page, and on social media.
- Supervise the maintenance of the Scholars Program website, Canvas page, and all Scholars social media.
- Advise and help College Scholars in their applications to the four-year institutions of their choice and, when necessary, write letters of recommendation and provide support, including contacting institutions.
- Be available to answer questions, interview prospective candidates for leadership positions, and actively advise the student Cabinet, Executive Cabinet, and individual Cabinet members in weekly meetings.
- Conduct regular office hours outside of the typical GCC faculty requirement.
- Attend and support Scholars student-organized events.
- Manage the application process for Southern California and Northern California student research conferences, and allocate Scholars Program funds to cover conference fees for all accepted participants.
- Mentor students for honors research conferences as well as help students edit their research submissions and presentations.
- Communicate effectively with all Scholars, and promote efficient communication among them, through electronic media and social networking.
- Identify and advocate for appropriate program resources.
- Lead and supervise the program's scholarship selection processes.
- Identify and supervise on-campus and community entities to which Scholars can provide donations and other kinds of support.

Preferred Qualifications:

The applicant shall meet the qualifications for serving as a faculty member and have the ability to communicate and deal with academically advanced students.

Desired Qualifications:

The applicant shall have had some experience in administering an honors program or teaching in an honors curriculum.

Stipend And/Or Released Time:

60% released time. This position includes summer work for Cabinet training, policy development, and Scholars Program event planning (\$2,500 Summer Stipend).

Term Of Assignment:

This is a three (3)-year assignment subject to annual review by the RT/EP Committee and availability of funding.

APPLICATION PROCEDURE:

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

All activities related to this position in no way supplant contractual responsibilities, such as office hours, committee assignments, and curriculum revision and development. This position is subject to availability of continued funding.

**Released Time/Extra Pay Assignment
Application**



APPLICATION FORM

Director, College Scholars Program

60% Assignment

Closing Date: May 30, 2024

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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