

**CALL FOR APPLICATIONS:
Director, University Honors College**

Interested faculty are invited to apply for the position of Director of the University Honors College. This position reports to the Provost or designee and is charged with the oversight of the University Honors College program. The term for this position is three years beginning in fall 2017, with the possibility of reappointment to additional three-year terms based on performance and service to the University Honors College. The Director receives a half-time course release during each semester (fall and spring). There is an opportunity for the appointment of an Associate Director or to receive an additional quarter-time release to provide further support for the program. Both a staff person and student support are dedicated to this program and supervised by the director.

Applicants for this position will demonstrate commitment to academic quality and rigor and to the success of the students in the program, and willingness to enhance the position of the University Honors College on campus and in the University's faculty and student recruitment and fundraising.

The job description for the position is attached. Interested faculty should send a letter of application stating (1) the reasons for interest in the position and (2) possible contributions they can make to the Honors College program, plus a current curriculum vitae, to Dr. Aaron Haines, chair of the University Honors College Committee at Aaron.Haines@millersville.edu, no later than **Friday, April 21**.

Questions may be directed to the current Director, Dr. Dennis Downey, x7553 or Dennis.Downey@millersville.edu, or to Dr. Vilas Prabhu, Provost and Vice President for Academic Affairs, x7555 or Vilas.Prabhu@millersville.edu.

Millersville University
Job Description:

Director of the University Honors College

The Director reports directly to the Provost and Vice President for Academic Affairs or designee and has overall responsibility for leadership and advocacy for the students and programs within the University Honors College (UHC). The Director represents the University in on-campus and community discussions about Honors College activities. Pursuant to University Governance and Policies, the Director works collegially with students, faculty, administrators, alumni, donors and other friends of the program to advance the University Honors College's mission and purpose in alignment with the University Strategic Plan.

Administrative Responsibilities:

1. Advise Honors College students and advocate for their academic interests.
2. Supervise all aspects of University Honors College office and staff. Be accountable for academic, administrative and financial processes in the UHC.
3. Manage UHC curriculum, scheduling, recruitment of new courses and faculty.
4. Meet regularly with the Provost or designee to discuss UHC news, issues and initiatives. Annually, identify goals and expected outcomes for the UHC program.
5. Attend all meetings of the PASSHE Honors Programs Directors.
6. Attend all meetings of the University Honors College Committee and represent the UHC on campus and in the community. Advocate for academic requirements and needs that advance program standards and individual student success.
7. When possible, attend meetings of the NCHC (National Collegiate Honors Council) and the NRHC (Northeast Regional Honors Council).
8. Work with faculty and academic departments, and the college deans, to assure adequate complement and course scheduling. Coordinate with Admissions, Registrar, Academic Advisement and other University offices.
9. Supervise the Honors College admissions process and select recipients for Honors College Scholarships and other academic awards in the UHC.
10. Supervise the Beidemann Mentorship Program.
11. Work with University Advancement on donor and alumni initiatives related to the UHC.

12. Develop new initiatives to complement UHC programming.
13. Advise the Honors College Student Association (HCSA).
14. Conduct periodic administrative program reviews in accordance with the schedule and process published by Institutional Research.
15. Prepare and submit annual reports identifying program and student accomplishments, progress toward outcomes and next steps.
16. Fulfill all other administrative duties assigned by the Provost or designee.

Student-Centered Responsibilities:

1. Advocate for students through effective leadership and advisement.
2. Recruit students, arrange schedules, and facilitate academic and community engagement programs for students enrolled in the UHC.
3. Assist the Honors College Student Association (HCSA) and its members in advancing the living and learning community model.
4. Support students in their work to produce the *University Research Newsletter* and coordinate the publication schedule with the newsletter's editor.
5. Advise and advocate for individual students and for the student community in general.
6. Act as campus liaison for internal and external scholarship programs relevant to Honors students.
7. Advise students on research, internship and other opportunities.
8. Meet regularly with students to assure successful matriculation in the UHC.
9. Promote strategies that encourage student success in fulfilling the mission and requirements of the UHC.