



Assistant Director, Honors Program

Augusta University invites applications for the full-time position of Assistant Director for the honors program. Given the high number of STEM students in the honors program and consistent with the University's health science mission, a successful applicant will be a faculty member from a STEM or health related field or possibly a faculty member who has a robust research agenda in STEM or health related field. The faculty member holding this position, while maintaining faculty status in his/her academic department, will have 50% administrative effort in the honors program and 50% teaching responsibilities in the honors program and/or academic home. The degree to which this individual will teach honors classes or courses from the home department will be determined based on the needs of the honors program.

The Assistant Director for the honors program reports to the honors program Director and assists the Director in the operation and management of the Augusta University Honors Program. Responsibilities include teaching honors Prospectus and Capstone classes as needed; engaging students in service learning and community activities; recruiting students to the honors program and assisting in the admissions process; promoting regional and national honors fellowships and scholarships and coaching prospective candidates in the application process; contributing to advising and retention processes. The individual must have a demonstrated interest in and a commitment to honors education.

Duties and Responsibilities described below:

The Assistant Director will:

- **Help advise continuing and new students:** meet with students in science, mathematics, and allied health majors every semester to ensure adequate progress in honors and to discuss other opportunities, including but not limited to scholarships, undergraduate research, and post-graduation academic plans.
- **Help oversee prospectuses and theses:**
 - Help with recruiting and assigning chairs to new thesis panels
 - Attend initial student and panel meetings for theses in science, mathematics, and allied health
 - Communicate with students in science, mathematics, and allied health and their chairs regarding prospectus and thesis progress and completion
 - Attend or lead Prospectus and Capstone classes as needed
- **Assist the Director in various duties:**
 - Help recruit teaching faculty, especially for science, mathematics, and allied health classes and HONR 3900: Breaking Boundaries courses
 - Help recruit students, especially by attending campus visitation and summer orientation days and speaking to students interested in science, mathematics, and allied health

- Help develop and report on honors program unit plans, goals, and student learning outcomes
- Attend relevant conferences, including the state, regional, and national honors conferences

Required Qualifications

Ph.D. or Master's Degree and at least four years of related experience teaching and working directly with high-achieving students at the university level. The occupant of the proposed position must be a tenured faculty member from a STEM field, a health sciences field, or have research agenda with a STEM focus of study.

Preferred Qualifications

Honors program experience, experience serving on thesis panels, experience working with high-achieving students, familiarity with nationally competitive fellowships and scholarships, and tenure in academic department.

This position will require a faculty member to sustain a research agenda and have teaching responsibilities in the home department. In addition, for 10-month faculty, the Assistant Director will receive 2 months of compensation during the summer so that the Assistant Director can support summer activity and thus will effectively be a 12-month employee (10-month faculty + 2-month summer support).

Application Process

Please submit all nominations, applications (letter of interest, curriculum vitae and contact information of three references) to:

Carolyn Burns
Senior Director, Talent Acquisition & Development
AU Human Resources
executivesearch@augusta.edu

Review of applications will begin immediately and will continue until the position is filled. It is preferred, however, that all nominations and applications be submitted by March 15, 2019.

Augusta University is an equal opportunity/affirmative action employer. Women, minorities and persons with disabilities are encouraged to apply.