

*Job Announcement*  
**EMPLOYMENT OPPORTUNITY**  
**RELEASED TIME/EXTRA PAY POSITION**

***DIRECTOR, COLLEGE SCHOLARS PROGRAM***

**OBJECTIVES OF ASSIGNMENT:**

Long Term:

- To maintain an honors program in which motivated and academically advanced 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 and social conscience.
- To help foster an academic and social environment that will provide students with leadership training, opportunities for tutoring and engagement with the campus and larger community.

Short Term:

- To recruit a diverse population of students who demonstrate the potential for success in a rigorous college-level curriculum.
- Manage the core curriculum, evaluate the students' progress each semester, and offer opportunities for student academic support as needed.
- To conduct meetings with the Scholars Advisory Committee.
- To train the yearly Scholars student cabinet 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.

**DESCRIPTION OF ASSIGNMENT (Duties include but are not limited to):**

- Recruit Scholars, screen their applications, and select participants throughout the year.
- Chair regular and ad hoc meetings of the College Scholars Advisory Council.
- In consultation with the appropriate division chairs, establish a core curriculum, and schedule the Scholars classes during the designated time slots.
- Assure that the student committees function and meet.
- Prepare, duplicate, and distribute all necessary brochures and documents.
- Prepare the individual dossiers of all candidates to the Program and route them to the Screening Committee for final approval or rejection.
- Assume the duties involved in belonging to transfer alliance programs.
- Affiliate with the Directors of the Honors/Scholars Programs of other colleges participating in the transfer alliances, the National Collegiate Honors Council, and the Western Regional Honors Council.
- Administer the stipend funds and other Foundation funds set aside for the College Scholars

Program.

- Work with the College Scholars Counselor to assure that all Scholars remain in their core classes and maintain the required grade point average.
- Oversee the production of the College Scholars Newsletter and other publications the students publish.
- Help College Scholars in their applications to the four-year institution of their choice and, when necessary, contact the institution in their behalf and write letters of recommendation.
- Maintain the Scholars Program website.
- Sustain an online application process.
- Maintain accurate electronic records of current cohorts.
- Counsel students on probationary status and mediate conflicts for students within the program.
- Be available to: answer questions, interview prospective candidates for leadership positions, and advise the student cabinet.
- Conduct regular office hours outside of the typical GCC faculty requirement.
- Attend and support student organized events.
- Mentor students for honors research conferences as well as help students edit their research submissions.
- Manage the application process for both Northern and Southern California student research conferences.
- Communicate effectively with student body through electronic media and social networking.
- Identify and advocate for appropriate program resources.
- Participate in the Scholarship selection process.

#### **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:**

The amount of released time for 2007-08 was 50%. The amount of released time for 20011-12 was 30% based on budgetary constraints. The amount of released time for 2014-15 is 40%. This position includes summer work as needed (\$2,500 Summer Stipend).

#### **TERM OF ASSIGNMENT:**

This is a three (3) year assignment subject to annual review and availability of funds to start Fall 2014.

#### **APPLICATION PROCEDURE:**

1. An application form may be obtained from the Office of Human Resources.
2. The completed application form and a resume of the applicants' experience shall be returned to the Office of Human Resources.
3. A selection committee will be appointed to interview the candidates for the position.

4. The top candidate will be referred to the Superintendent/President or his designee for final interview and selection.
5. Candidates will be advised of the results of the final interview.

Application forms are available in the  
Office of Human Resources

**CLOSING DATE: May 30, 2014**

Implementation of this position will be subject to availability of financial resources.

*All activities related to this position are in lieu of a partial assignment only and in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.*

***APPLICATION FORM***

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***DIRECTOR, COLLEGE SCHOLARS PROGRAM***

Name: \_\_\_\_\_

Current position at this college: \_\_\_\_\_

College telephone extension: \_\_\_\_\_

Relevant experience/education: \_\_\_\_\_

Other:

References (use other side if necessary):

All activities related to this position are in lieu of a partial assignment only and in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.