Job Description

Title: Honors College Associate

Department: Honors College

**Purpose:**

To pursue, develop, and improve communication among the Honors College and important constituencies to include alumni, prospective students, donors, faculty, and campus units. Advise and mentor for first- and second-year students in the Honors College utilizing a combined knowledge of both the University of Maine and the Honors curriculum. Contribute to the development of the curriculum, programs, and opportunities of the Honors College. Salary range is $26,570 to $27,500 commensurate on qualifications and skills.

**Essential Duties & Responsibilities:**

* Coordinate large lecture sessions of our Civilizations sequence involving 200 or more students and a dozen or more faculty members along with 25 guest lecturers.
* Co-teach (with the Dean) Honors 391: Introduction to Thesis Research
* Liaison and high school outreach
* External opportunities for Honors students to include internships, study abroad, National Student Exchange, fellowships, and scholarships
* Advise and mentor first- and second-year Honors students, assist them in integrating their Honors curriculum and the curriculum of their major, and inform them of University-wide services which may be important for them.
* Liaison with thesis students and their advisors
* Major initiatives including Ethics, Distinguished Honors Graduate, Honors Read, and travel
* Develop and produce publications relating to the Honors College including Minerva
* Participate in programmatic and curriculum discussions in the Honors College
* Other appropriate duties as assigned by the Dean of the Honors College.

Reports to (Position # & Title): Dean, Honors College

**Knowledge, Skills & Qualifications:**

* Bachelor’s degree and graduate of the Honors College from the University of Maine earned within the previous three years
* Outstanding oral and written communication skills
* Ability to work as a team member and with diverse groups to include students, faculty, administration, alumni, and donors
* Ability to work independently and manage multiple projects
* Demonstrated ability to use personal computers and related software applications
* Ability to travel occasionally, normally requiring a valid driver’s license

**Other Information:**

**Position Type:** This is a one-year, fixed-length appointment with the possibility of a second-year appointment.

**Work Environment:** The Honors College Associate will work closely with the Dean, the Coordinator of Student Academic Services and Budget, the Coordinator of Advancement, and the Administrative Specialist of the Honors College. Office space will be available in proximity to the Thomson Honors Center. The work environment is a fairly even-paced one with the irregular demands of a growing Honors College and the periodic increases in workload corresponding to the academic calendar (registration, add-drop week, graduation, etc.)

**Work Schedule**: Normal University work hours are Monday through Friday from 8:00 am to 4:30 pm. Requirements of this position may call for work outside regular hours to include some nights and weekend.

**Work Year:** A full-time, eleven-month appointment, with an August through June work year.

**Schedule for Evaluations**: In accordance with UMPSA agreement.

The University of Maine is an EEO/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

**Salary Band/Wage Band and Hourly Rate:** 01