

Assistant Director of Honors
Alcorn State University

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Posted Jan. 29, 2025, set to expire May 30, 2025

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| Job Title | Assistant Director of Honors |
| Department | Honors Curriculum Programs |
| Institution | Alcorn State University Lorman, Mississippi |
| Date Posted | Jan. 29, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Associate/Assistant Director |
| Academic Field(s) | Academic Affairs Administration - Academic Unit |
| Job Website | https://jobopps.alcorn.edu/postings/7484 |
| Apply By Email | |
| Job Description | |

The Assistant Director of the Honors will provide effective leadership in developing strategies to create enriching experiences and dynamic academic education so that students will be able to succeed in a technological and global society.

Knowledge Skills and Abilities

- The Assistant Director (AD)/Incumbent will work under the purview of the Director of the Honors Curriculum Programs.
- The incumbent will receive administrative and technical assignments from the Director within the purview of his/her overall assigned responsibilities.
- The incumbent will provide administrative support to the Director and will be responsible for

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developing and recommending programs/activities for executing the vision and objective of the Honors Curriculum Programs, and assist the University in preparing holistic graduates who are competitive in the global marketplace.

- The incumbent will work with honors students to ensure that the honors curriculum program is providing unique and enriching curriculum and experiential experiences through internships, formal courses, seminars, research, service learning, and study abroad opportunities.
- The incumbent will be responsible for the development and oversight of the Honors Distinguished Lecture Series, Honors Student Organization, and Writing Module. Furthermore, the incumbent will assist in planning the Summer Language Institute in collaboration with the Director of Global Programs under the Center for Undergraduate Experiential Learning.
- The incumbent, in the absence of the Director, will represent the Director at on campus as well as off-campus activities/meetings.

Qualifications

- An earned doctorate is required.
- Knowledge and experience in current trends in honors education at the collegiate level. Some experience in teaching at the collegiate level.
- Experience with computer applications, including WORD, Excel, PowerPoint and Microsoft Outlook.
- Candidate must have strong interpersonal skills, excellent communication skills, both oral and written, and organizational skills. Ability to respond effectively to the needs of a diverse and demanding high achieving student population.
- General knowledge of colleges, their academic programs, admission policies, and financial aid policies and procedures.
- Self motivated, energetic, and flexible.
- A demonstrated commitment to professional development and the pursuit of continuous learning experiences.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

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