

**Assistant Director for Honors
College of Liberal Arts & Sciences**

Description of the Position

The University of Illinois at Urbana-Champaign, College of Liberal Arts and Sciences (LAS) seeks a full-time assistant director for the Honors Program. This is a twelve-month (non-tenured) academic professional position within LAS Student Academic Affairs.

The assistant director will provide primary academic professional support for the senior assistant dean for honors, assisting in the full range of honors activities, including honors student recruitment, selection, and certification; coordination of honors clerical support staff; collaboration with academic departments and instructional faculty on honors issues; and, liaisons with other campus units and broad honors constituencies. The assistant director will have significant responsibility for James Scholar enrollment operations and coordination of new curricular initiatives in first-year honors programming.

Minimum qualifications:

Master's degree, with some background in the liberal arts and sciences.
Three years work experience in a college /university setting.
Experience in academic advising or student affairs.
Demonstrated effectiveness in working with high ability/achieving students of diverse backgrounds.
Excellent ability to work independently as well as collaboratively with multiple constituencies.
Excellent organizational, communication, interpersonal, data collection, analytical, and report-writing skills.

Preferred qualifications

Academic degree in a liberal arts and sciences field.
Record of successful programmatic development, implementation, and evaluation.
Facility in Microsoft Word, Excel, and Access; familiarity with Banner Student System and statistical software.
Knowledge of University of Illinois undergraduate programs, policies and/or campus resources.

Salary commensurate with experience; expected range \$40- \$45,000.
Starting date: negotiable after closing date.

To ensure full consideration, applications materials (letter of interest, current resume, e-mail address, and names and contact information for three professional references) must be received by Sept. 2, 2008. E-mail applications will be accepted. Send applications materials to:

Sharon Cox
jscox@illinois.edu
217-333-4923
Student Academic Affairs
College of Liberal Arts & Sciences
University of Illinois, Urbana-Champaign
702 S. Wright Street, Room 270
Urbana IL 61801

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