

Job Overview

The University of Cincinnati's University Honors Program (UHP) is seeking an assistant director/honors advisor(s) to join our team.

The vision of the UHP is to develop students into global citizen scholars who lead innovative efforts toward solving the world's complex problems.

Honors advisors are key to the realization of this vision. They mentor and coach students through their UC and UHP experience, guiding students in identifying interests and opportunities, setting goals, reflecting on experiences, and telling their stories.

The UHP is a national leader in honors education and signature academic program at UC. It supports and challenges UC's most highly motivated, high-achieving students through an innovative pedagogical approach to honors education that is experience-based and centered on reflective and integrative learning.

Essential Functions

- Serve as an advisor/mentor/coach for 300-350 University Honors students in specific disciplines. Integrate UHP vision, student learning outcomes, and Bearcat Promise into all engagement with students. Advise students and help them develop a sense of belonging in the UHP. Facilitate mandatory first-year and mid-career advising.
- Coach students in exploring what global citizen scholar means to them and what complex problems they want to contribute to solving. Guide students in critical reflection to identify and articulate their goals. Coach students in identifying honors experiences that help to achieve those goals. Mentor students in updating their goals as they move through their UC and UHP experience. Coach students in developing resiliency and reflective capacity to make sense of their growth and apply their learning. Integrate the Bearcat Promise by coaching students to effectively tell their stories – to critically reflect on and make meaning out of their experiences, articulate their learning, inform their next steps, and share their story (written, verbally, and through their honors learning portfolio).
- Mentor students through completing UHP requirements, including individualized planning for honors experiences, development and completion of self-designed honors experience proposals, review and feedback on required reflections on honors experiences, review of honors experience showcases in learning portfolios, ongoing holistic development of each student's learning portfolio, and review and feedback on each student's annual Year-In-Review. Complete a formal progress review for every student each summer. Keep detailed records of communication with students in UHP database.
- Develop collaborative relationships with stakeholders from colleges and units across campus to increase opportunities for students and success of students in UHP. Focus on increasing honors opportunities and UHP retention and graduation rates for students in assigned colleges. Notify students of specific honors opportunities related to their colleges/majors. Facilitate connections and networking for students across campus and in the community.
- Manage short-term and long-term projects, as assigned. Projects include: managing the Biomedical Research and Mentoring Program, managing UHP Discover research program, managing the UHP Peer Mentoring Program, managing UHP innovation programs, managing UHP engagement in Bearcats Bound Orientation, managing pre-approved honors experiences, managing the Digital Honors Lounge, and overseeing the *Gateway to University Honors* class.
- Teach *Gateway to University Honors* course.
- Support UHP programs and events. Lead presentations at Admissions events and for incoming first-year students and families during Bearcats Bound Orientation. Assist with

other admissions events. Review applications in the UHP transition admissions process. Meet with prospective students /families. Participate in experiences alongside students.

- Perform related duties based on departmental need. This job description can be changed at any time.

Required Education

Master's Degree

Required Experience

- Three (3) years of experience. At least one (1) year of experience working directly with students in a student learning capacity (experiential learning, academic advising, teaching, academic support, or other student affairs or student learning capacity or similar).
- Ability to work occasional evenings and weekends.

Additional Qualifications Considered

Graduate Assistantship experience in experiential learning, academic advising, teaching, academic support, or other student affairs or student learning capacity or similar areas may be considered.

Physical Requirements/Work Environment

- Office environment/no specific unusual physical or environmental demands.

Compensation and Benefits

UC offers a wide array of complementary and affordable benefit options, to meet the financial, educational, health, and wellness needs of you and your family. Eligibility varies by position and FTE.

- Competitive salary range of \$50,000 - \$57,000 for this role, depending on the candidate's experience.
- Comprehensive insurance plans including medical, dental, vision, and prescription coverage.
- Flexible spending accounts and an award-winning employee wellness program, plus an employee assistance program.
- Financial security via our life and long-term disability insurance, accident and illness insurance, and retirement savings plans.
- Generous paid time off work options including vacation, sick leave, annual holidays, and winter season days in addition to paid parental leave.
- Tuition remission is available for employees and their eligible dependents.
- Enjoy discounts for on-campus activities and services.

Application Process

A cover letter and resume are required to be considered for this position.

*The University of Cincinnati, as a multi-national and culturally diverse university, is committed to providing an inclusive, equitable and diverse place of learning and employment. As part of a complete job application you will be asked to include a **Contribution to Diversity and Inclusion** statement.*

As a UC employee, and an employee of an Ohio public institution, if hired you will not contribute to the federal Social Security system, other than contributions to Medicare. Instead, UC employees have the option to contribute to a state retirement plan (OPERS, STRS) or an alternative retirement plan (ARP).

The University of Cincinnati is an Affirmative Action / Equal Opportunity Employer / Minority / Female / Disability / Veteran.

REQ: 72281