Coordinator, Honors Learning Community
Honors College

Bowling Green State University is a tier-one, public university serving 19,000 students on two campuses in northwest Ohio. The University has nationally recognized programs and research in the natural and social sciences, education, arts, business, health and wellness, humanities and applied technologies. BGSU seeks talented individuals to join our community in Bowling Green, Ohio, recognized as one of the “Best College Towns of America.”

The Coordinator provides administrative leadership for recruitment, programs, and community engagement for Honors Learning Community (HLC) members. The Coordinator will align programs and services with the mission of the HLC and the Honors College. The Coordinator will also provide academic advising to Honors College students. This position has many other related duties and is in Bowling Green Ohio. Deadline to apply: February 9, 2018

Full-time, Administrative Staff position available. For a complete job description & instructions on how to apply for this position visit https://bgsu.hiretouch.com/ or contact the Office of Human Resources. BGSU. AA/EEO/Disabilities/Veterans. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Bowling Green State University, please call 419-372-8421.
Title: Coordinator, Honors Learning Community

Opened Date: 01/19/2018
Closed Date: 02/09/2018

Position Summary: The Coordinator provides administrative leadership for recruitment, programs, and community engagement for Honors Learning Community (HLC) members. The Coordinator will align programs and services with the mission of the HLC and the Honors College. The Coordinator will also provide academic advising to Honors College students.

Essential Duties, Tasks and Responsibilities:
- Provide leadership and co-curricular event planning to the HLC.
- Supervise Honors Fellows; Mentor 400 HLC members.
- Collaborate with other units (e.g., hall staff, other learning communities) to integrate the orientation, advising, retention, and success of undergraduate students throughout their academic career.
- Provide Academic Advising to a caseload of students through the Honors College and during SOAR advising sessions.
- Fulfill other existing and emerging duties as assigned.

Additional Information:
- Understanding of college student development and academic issues; ability to work with external constituents;
- Excellent communication (written and oral), interpersonal, collaborative, and supervisory skills;
- Skilled in organization and coordination of complex projects;
- Ability to work independently;
- Ability to interpret and implement university policies and procedures;
- Assessment, data analysis and data management;
- Commitment to diversity and ability to work with individuals or groups with diverse backgrounds.

Minimum Qualifications & experience required:
Bachelor's Degree and 6-12 months of student programming or student event planning experience required.
Salary

Full-time, Administrative staff position available. Administrative Grade Level 353. Salary is commensurate with education and experience. Full benefit package available.