Undergraduate Assistant Job Description

University Honors Program
January 2016 to December 2016

Overview
Undergraduate Assistants (UAs) within the University Honors Program work together along with the Honors staff to provide guidance, support, and coordination for the First-Year Honors Program. Under the guidance and supervision of the Assistant Director for the First-Year Honors Program, the Undergraduate Assistants help to hire, train, and supervise the FHP Leaders as well as assist with the overall coordination of the First-Year Honors Program, including the Honors Retreat.

Supervision
Undergraduate Assistants are directly responsible to the Assistant Director of the University Honors Program, who reports to the Administrative Director of the University Honors Program. UAs also assist the Office Coordinator and Department Secretary as needed with duties specific to the First-Year Honors Program. Undergraduate Assistants are representatives of the University Honors Program.

Responsibilities
Undergraduate Assistants assist with the overall coordination of the First-Year Honors Program, including specific duties such as:

- Assist with interviewing and hiring 72 FHP Leaders
- Assist with planning and executing Spring training sessions (including the Mini-Retreat and Training I, II, and III) and Fall training sessions (including the August and September trainings)
- Attend weekly FHP planning meetings with other staff members
- Staff an average of ten hours per week
- Plan and coordinate the Honors Retreat, including chairing a retreat committee
- Co-lead weekly Honors 302 class periods alongside other staff members to provide ongoing support and training for the FHP Leaders
- Provide administrative support for a variety of FHP required documents, including FHP assignments and Leaders’ syllabi
- Act as a liaison between FHP Leaders and the Honors staff as needed
- Other duties as assigned

Skills/Abilities
A strong candidate for the Undergraduate Assistant position should possess a variety of skills, including:

- Strong work ethic
- Good time management skills
- Positive attitude
- Strong communication skills
- Strong interpersonal and facilitation skills
- Ability to think creatively
- Ability to be flexible
- Organization and planning skills

Length of Appointment
Appointments for the Undergraduate Assistant Position are from January to December.

Compensation
Undergraduate Assistants receive payment for their position on a bi-weekly basis. Undergraduate Assistants are paid $7.25/hour, which roughly translates to $2500 for the calendar year.

For questions regarding the position, please contact Emily Wilcox at 294-5827 or eawilcox@iastate.edu.