

FHP Leader Job Description – University Honors Program

Overview

Leaders for the First-Year Honors Program work in co-leader teams to facilitate a HON 121 seminar section. With the supervision and support of the Undergraduate Assistants and the University Honors Office staff, leaders plan their section's syllabus and activities related to their section. Together with their co-leader they lead discussions, plan events, attend lectures, and facilitate group activities for their section. Leaders also attend the FHP Retreat and assist with various retreat events. All leaders attend training sessions in the spring semester and also enroll in HON 302 in the fall semester to provide ongoing development, training, and support from the UAs and Honors staff.

Supervision

FHP leaders are supervised by the Undergraduate Assistants and are responsible to the Assistant Director of the University Honors Program, who reports to the Administrative Director of the University Honors Program. FHP Leaders are representatives of the University Honors Program.

Responsibilities

FHP Leaders hold many responsibilities, including the following:

- Attend all Leader training sessions, including the Mini-Retreat
 - The Mini-Retreat will take place on a Friday night in February
 - Spring '21 training sessions will be on three Saturday mornings during the spring semester
- Attend HON 302 in Fall semester, including one training session the Sunday before classes begin and one later in the semester
 - Pre-semester training and kickoff: *Sunday, August 21, 2021; 2:00-7:00pm*
 - Mid-semester training: *TBA on a Sunday in September 2022; 2:00-4:00pm*
- Work alongside co-Leader to lead HON 121 section for 2 hours per week throughout Fall semester
- Meet with co-leader at least 1 hour per week to plan section activities
- Work with co-leader to create a syllabus of semester's activities and plans
- Assist FHP members with program components such as the Degree Program Assignment
- Attend the First-Year Honors Retreat and assist with retreat activities
 - *TBA in September 2021; 2:00pm to midnight on a Friday*
- Act as a liaison between FHP members and the Honors staff as needed
- Other duties as assigned

Skills/Abilities

A strong candidate for the Leader position should possess a variety of skills, including:

- Strong work ethic
- Good time management skills
- Positive attitude
- Strong communication skills
- Ability to think creatively
- Flexibility

Length of Appointment

Leaders will participate in Leader training during the Spring 2022 semester and then lead a HON 121 section in the Fall of 2022.

Compensation

Leaders receive 2 hours of academic credit for HON 302. Credit is applied during Fall semester at the completion of the leader position.

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