

# 2024 FHP Leader Job Description – University Honors Program

## **Overview**

Leaders for the First-Year Honors Program work in co-leader teams to facilitate a HON 121/1210 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 302/3020 in the fall semester to provide ongoing development, training, and support from the UAs and Honors staff.

*\*Career Readiness Competencies found in the FHP Leader position are collaboration and teamwork, communication, professionalism, intercultural perspectives, leadership, learning and application, critical thinking and problem solving, and technology.*

## **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 in the Spring semester, including the Mini-Retreat
  - The Mini-Retreat will take place on a Friday night in February
  - Spring '24 training sessions will be on three Saturday mornings during the spring semester
- Attend HON 302/3020 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 25, 2024; 2:00-7:00pm*
  - Mid-semester training: *TBA on a Sunday in September 2024; 2:00-4:00pm*
- Attend the First-Year Honors Retreat and assist with retreat activities
  - *TBA in September 2024; 2:00pm to midnight on a Friday*
- Mentor 10-13 First-Year Honors students in and out of the classroom during Fall 2024
- Work with co-leader to create a syllabus of semester's activities and plans
- Work alongside co-Leader to lead HON 121/HON 1210 section for 2 hours per week throughout Fall semester
- Meet with co-leader at least 1 hour per week to plan section activities
- Assist FHP members with program components such as the Degree Program Assignment
- 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 / Compensation**

Leaders will participate in Leader training during the Spring 2023 semester and then lead a HON 121/1210 section in the Fall of 2024. Leaders receive 2 hours of academic credit for HON 302/3020. Credit is applied during Fall semester at the completion of the leader position.

***For questions regarding the position, please contact Emily Wilcox: 294-4371 or [eawilcox@iastate.edu](mailto:eawilcox@iastate.edu).***