

POSITION DESCRIPTION
Director of College Scholars Program (CAS)

The College of Arts and Sciences is now inviting applications for the position of Director of College Scholars. This appointment lasts from July 1, 2014 to June 30, 2017.

Mission statement of the College Scholars program:

College Scholars is an enrichment and mentoring honors-track program developed and funded by the College of Arts and Sciences. By providing experiences and opportunities that help high-achieving students reach their potential, the program serves University-wide goals of recruiting and retaining top scholars and supporting them through timely graduation. Membership is by invitation and is based on a student's academic record. The focus of the curriculum is on the first two years at the University of Oregon. In small-enrollment General Education courses (including Reacting to the Past historical simulation courses) and Freshman Colloquia, students develop their academic skills and learn about the wide array of scholarly activities at the University of Oregon. Each quarter, students are invited to College Scholar Events that present information about distinguished scholarships, undergraduate research, and other important topics. During the junior and senior years, there is continuing mentoring and advising to help students launch their careers via research assistantships, internships, and departmental honors.

More information on the program can be found at <http://csch.uoregon.edu>.

Qualifications/selection criteria for the Director of College Scholars:

1. Tenured full or associate professor in CAS.
2. Experience with and/or interest in honors programs and other special programs for undergraduates (such as FIGs or undergraduate research).
3. Strong organizational, communications, and supervisory skills.
4. A vision for further development of undergraduate top scholar opportunities at UO (*preferred*).

Primary position responsibilities (with administrative support from CAS):

1. **Academic program/curriculum.** Recruit interested faculty to teach courses and interact with students; develop and organize events held each quarter, including First Year Orientation in Week of Welcome; review and improve curriculum.
2. **Student support.** Coordinate peer advising program; coordinate selection of students to receive Rippey Scholarships; work with Residence Life on honors housing opportunities.
3. **Student recruitment.** Work with Admissions on top scholar recruitment (e.g., by revising recruitment materials); participate in Top Scholar recruiting events in Eugene and Portland; coordinate informational sessions at UO Duck Days and IntroDUCKtion.
4. **Communications.** Provide information about College Scholars to interested groups (e.g., CAS departments, UO Enrollment Management, CAS and UO Communications Offices, etc.); work with staff to keep College Scholars website updated.
5. **Development and strategic planning.** Work with CAS and UO leadership to cultivate and steward external sources of support; work with CAS leadership and College Scholars Advisory Board to advance CAS and UO strategic academic objectives.

The position is supported by a part-time administrative assistant. It reports jointly to the Associate Dean for Undergraduate Education and the Dean of the College of Arts and Sciences. Compensation typically includes a combination of teaching relief, research funds, and/or administrative stipend in accordance with College policies.

To apply: E-mail cover letter and CV to adue@uoregon.edu, preferably in PDF format. Feel free to contact Associate Dean Ian McNeely at this email address with any questions. The deadline for applications is **Monday, February 24, 2014** at 5pm.