

VILLANOVA UNIVERSITY

Position Description

PART I: JOB INFORMATION

Position Title: Young Alumni Fellow (Graduate Assistant), University Honors Program

Reports To: Director of Program Operations, Honors Program

Department: University Honors Program

The University Honors Program is an intellectual home for Villanova's academically gifted students. The program empowers its students to be seekers of truth, learning to relate critically and empathetically to their own traditions while exploring contemporary questions. Honors students are given space to test ideas in an environment that supports their own definition of success – both personal and professional.

PART II - POSITION SUMMARY:

This position reports to the Director of Program Operations, University Honors Program. The Young Alumni Fellow (to be filled by a recent graduate of Villanova University) is a one-year position with option for two. The Young Alumni Fellow will focus on course facilitation, mentorship, co-curricular programming, alumni network scaling, and enhancements to the *Honors Shaping a Life Initiative*, and the *Honors Vocare Scholars Program*.

PART III: ESSENTIAL JOB FUNCTIONS (Basic/Critical Responsibilities/Duties)

Facilitation, Mentorship and Scaling of *Honors Shaping a Life Initiative*

- In support of *Honors Shaping a College Life*:
 - Provide 150 Honors freshmen per year with teaching, mentorship, and new programming, linking students' academic learning to professional discernment
 - Facilitate and scale the *Honors Shaping a College Life* Course to offer 5 sections every Fall Semester
 - Assist the faculty instructor of *Shaping a College Life* with administrative tasks along with facilitator recruiting, interviewing and selecting
 - Present all contributions to expanding the *Shaping* curriculum at Honors Staff Meetings
 - Monitor and align *Shaping a College Life* Facilitator Feedback Reports
 - Contribute to *Shaping a College Life* curricular review
- In support of *Honors Shaping a Work Life*
 - Assist faculty instructor with administrative tasks for *Shaping a Work Life* class such as monitoring blackboard, course content, and curriculum infusing from *Shaping a College Life*
 - Spearhead new career-focused programming that informs student discernment
- In support of *Honors Shaping an Adult Life* as needed

Co-Curricular Support

- In support of *Honors Vocare Fellows Program*
 - Provide Mentorship, Guidance, and program support for *Vocare Summer Fellows*

- Conducts Spring semester 1:1 meetings with each *Vocare Summer Fellow* to review their online summer journal six months after the experience is complete
- Assist & support overall communications strategy for *Vocare Summer Fellows*
- In support of *Honors Alumni Network*
 - Assist, monitor, and support the continued growth of the *Honors Shaping Mentorship Program* and *Vocare Professional Network*
- In support of Honors programming
 - Provide guidance, support, and attend Honors programming including co-curricular Honors events, signature alumni speaker events, and Shaping initiative networking events

Administrative Responsibilities/ Program Support

- Attendance at weekly staff meetings and staff retreat(s)
- Attendance at regular meetings with Director of Program Operations
- Planning of *Vocare*, Honors & Grant funded activities
- Ad hoc support of all Honors Staff
- Maintain weekly log of tasks performed
- May include some evening and weekend requirements

PART IV: NONESSENTIAL JOB FUNCTIONS (Less Critical Duties etc.)

- Perform other duties and assist with projects as assigned