Position: Honor Code Council Chair

Compensation: $13-15/hour based on qualifications

Hours: 15-20 hours/week Spring & Fall semester, reduced summer hours

Requirements:

- Team leadership skills
- Excellent communication skills (verbal and written)
- Strong emotional intelligence
- Commit at least 1-year to the role
- Innovative and creative
- Organized
- Self-motivated
- Proficient with Microsoft Office Suite
- Strong presentation skills
- Time management skills
- Responsible and reliable

Desired Qualifications:

- Understanding of FERPA and privacy/record-keeping compliance
- Previous leadership among other organizations, clubs, and/or employers
- Previous project management experience
- Working knowledge of campus and processes
- Existing faculty and administrative contacts
- Knowledge of statistical analysis

Summary:

The Chair will be the primary representative for the Honor Code. The Chair is responsible for: leading office meetings, leading Campus Ethics Committee meetings, meeting with Deans, Directors, and staff, hearing appeals, ensuring diversity and equity with office policies and procedures, conducting outreach for students and faculty, training hearing panelists, maintaining the hearing panelists’ pool, and tracking trends using available data. This position demands attention to detail, positive energy, and team work. Further, this role requires adaptability and professionalism at all times.

Required Documents:

- Cover letter
- Resume or CV
  - Please include name, year, major(s), and student ID number
  - Include at least two professional and/or academic references

*Email all completed documents to honor@colorado.edu