

## Minnesota Honor Society Advisor

Pelican Rapids Public Schools is looking to add to our Advisory Team! We are looking for a positive, high energy and committed individual to work with students who demonstrate strong academic, character, leadership and service representation within the school district and community.

Pelican Rapids High School is looking for advisors who possess the following:

- Proven experience in teaching and modeling character and responsible behavior
- Partners well with parents, staff, community leaders etc.
- Ability to motivate and direct students in an educationally-based atmosphere
- Dedication to a culture and vision that promotes furthering the benefits of extra-curricular activities and well-rounded students
- An ability to plan and organize events, when and as applicable

### **Duties and Responsibilities:**

- Determining eligible students based on GPA, Character, Leadership, and Service
- Distribute information regarding the application process for eligible student annually
- Coordinate and lead the panel for incoming inductees
- Plan and perform Induction Ceremony which includes securing a guest speaker, certificates, and press releases.
- Communicate with administration regarding any questions or concerns
- Develop and organize effective opportunities for students to lead and serve such as the Red Cross Blood Drive, scholarship fund raisers, Toys for Tots, Sock and Hat Drive, Veteran's Recognition Night, First Responders Recognition Night, etc.
- Demonstrate and generate an attitude of positivity and service
- Represent the Pelican Rapids schools and community in a positive manner throughout the school and community
- Supervise all functions of the Honor Society chapter including selection and induction of new members
- Facilitate and ensure the completion of at least one annual chapter service project
- Serve as liaison to the faculty, administration, student body, and community regarding matters related to the Honor Society
- Maintain files for chapters, including membership records, chapter history, activities, selection procedures, membership obligation guidelines, chapter bylaws, and financial transactions
- Schedule monthly meetings to discriminate information, opportunities, and to teach and promote leadership skills

This position is open until filled. Qualified applicants can submit a cover letter, resume and three current letters of recommendation to:

**Shari VerDorn**

**Human Resources & Payroll**

Pelican Rapids Public Schools



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