
POSITION DESCRIPTION
McNair Scholars Program
Graduate Assistant

The McNair Scholars Program prepares a select few high-achieving, first-generation, income-eligible, and traditionally underrepresented students for doctoral study. The program facilitates the successful completion of a baccalaureate degree, preparation for and admission to graduate school, and the attainment of a doctoral degree. McNair Scholars complete an academically rigorous research internship under the guidance of a faculty member within each student's discipline. In addition, they receive graduate school preparation and the opportunity to present research findings through presentations at state and national symposia as well as through the *UNC McNair Research Journal*.

Position Responsibilities:

- Provide administrative support including clerical support.
- Maintain program records (electronic and hard copy).
- Assist in planning and implementing extra-curricular program activities.
- Assist in programmatic data collection and entry for U.S. Department of Education performance reports.
- Assist in marketing the McNair Program through a variety of media including fall and spring newsletters, McNair bulletin board, and university communications.
- Maintain pictorial archive of McNair events and activities.
- Assist with maintenance of McNair webpage.
- Serve as research consultant/tutor for program participants.
- Attend McNair events as assigned.
- Perform other duties as assigned.

Minimum Qualifications:

- Enrolled in graduate program at the University of Northern Colorado.
- Experience with computer applications including word processing, databases, spreadsheets, and presentation software.
- Demonstrated excellence in written and oral communication.
- Demonstrated experience in working effectively with students, faculty, and staff.
- Ability to work independently.
- Demonstrated commitment to serving a diverse student population.

Position begins Fall 2009. (.4 -.5 FTE, 16–20 hours per week). Qualifies for in-state tuition assistance.

Applications will be accepted until position is filled. To apply, submit a letter of interest, vita or resume, and list of three references.

Contact Person: Sarah Chase, Director McNair Scholars Program, 351-2744, sarah.chase@unco.edu