



## **TRIO-McNair Scholars Program Graduate Assistant Position**

### **About the McNair Scholars Program:**

Funded by the U.S. Department of Education, the Ronald E. McNair Post-Baccalaureate Achievement Program is a TRIO program developed to prepare high-achieving first-generation, low-income and traditionally underrepresented undergraduate students for the rigor of doctoral studies. Each of the 25 McNair Scholars selected for participation in the program has made a commitment to pursue a Ph.D. after the completion of their undergraduate program. They participate in a variety of educational activities, such as academic workshops professional development seminars and research, and receive faculty mentoring as well as ongoing support from the McNair staff through the completion of their undergraduate studies. Additionally, outstanding McNair sophomores, juniors and seniors are able to compete for faculty-supervised summer research internships while in the program.

### **Position Summary**

The McNair Scholars Program Graduate Assistant will be responsible for assisting the Program Director and Academic Counselor with recruiting scholars, as well as providing the scholars with academic support and assisting with their graduate school preparation. This position involves academic counseling and also workshop development, coordination and facilitation. Some recordkeeping will be required.

### **Primary Areas of Responsibility**

- Assist in the recruitment of McNair Scholars through e-mail, social media, classroom presentations and related means
- Develop/coordinate/facilitate monthly workshops for McNair Scholars
- Provide assistance with the graduate school application process
- Provide 1:1 assistance and workshops around GRE preparation
- Assist with the planning and implementation of the McNair Summer Research Internship
- Assist the McNair Program Director and Academic Coordinator with recordkeeping
- Complete all other tasks as assigned

**Required Qualifications:**

- Bachelor's degree
- Current enrollment in a master's or Ph.D. program at SLU
- Knowledge of the challenges faced by first-generation, low-income and underrepresented students in higher education
- Excellent time management skills
- Academic counseling/coaching experience (or desire to gain experience in this area)
- Ability to assist McNair scholars with all aspects of the graduate school application process
- Ability to provide GRE tutoring and plan/facilitate related workshops
- Excellent public speaking skills and willingness to give classroom or other presentations
- Excellent writing skills
- Experience with recordkeeping (filing, spreadsheets)
- Extensive research experience
- Valid U.S. Driver's License
- Availability to work during the summer months
- Availability to travel to conferences when necessary

**Compensation:**

This is an 11-month position (January 2018 through November 2018) and requires a 20-hr/week commitment. The McNair Scholars Program Graduate Assistant will receive an annual stipend of \$15,000, health insurance and 9 hours of tuition remission each semester.

To apply, please submit a cover letter, copy of your resume/CV, and contact information for three references to Dr. Jamie D. Motley, McNair Scholars Program Director, either via e-mail ([jamie.motley@slu.edu](mailto:jamie.motley@slu.edu)) or mail:

Jamie D. Motley, Ph.D.  
Program Director  
McNair Scholars Program  
Saint Louis University  
Obrien Hall  
3745 West Pine Mall  
St. Louis, MO 63108

