

WINTHROP UNIVERSITY
University College
McNair Scholars Program

ANNOUNCEMENT OF VACANCY

POSITION: McNair Graduate Associate

ABOUT THE PROGRAM

In 2009, 2012, and 2017, Winthrop was awarded funding to implement the Ronald E. McNair Postbaccalaureate Achievement Program on our campus. This is a renewable, multi-year TRiO grant currently providing \$261,888 per year to help 30 first-generation & low-income and/or under-represented undergraduates prepare for and succeed in doctoral programs. The U.S. Department of Education describes the program in this way (downloaded from <https://www2.ed.gov/programs/triomcnair/index.html> 3/14/2021).

Program Description

Through a grant competition, funds are awarded to institutions of higher education to prepare eligible participants for doctoral studies through involvement in research and other scholarly activities. Participants are from disadvantaged backgrounds and have demonstrated strong academic potential. Institutions work closely with participants as they complete their undergraduate requirements. Institutions encourage participants to enroll in graduate programs and then track their progress through to the successful completion of advanced degrees. The goal is to increase the attainment of Ph.D. degrees by students from underrepresented segments of society.

Types of Projects

All McNair projects must provide the following activities: opportunities for research or other scholarly activities; summer internships; seminars and other educational activities designed to prepare students for doctoral study; tutoring; academic counseling; and activities designed to assist students participating in the project in securing admission to and financial assistance for enrollment in graduate programs. McNair projects may also provide the following additional activities: education or counseling services designed to improve financial and economic literacy of students; mentoring programs involving faculty members at institutions of higher education or students, or any combination of such persons; and exposure to cultural events and academic programs not usually available to disadvantaged students.

POSITION QUALIFICATIONS

From the 2017 proposal: The **Graduate Associate (GA)** will hold a bachelor's degree and be currently enrolled full-time in a Winthrop graduate program. Preference will be given to qualified applicants who are McNair alumni, with first preference going to Winthrop McNair alumni. Having navigated research and graduate admissions successfully, she or he is a valuable source of advice for participants in their pursuit of all four objectives. **Any field of study is acceptable**, but preference will be given to fields where research and/or writing are emphasized. **Minimum Work Experience** for the GA is at least one research presentation at a professional conference and at least six months experience working with disadvantaged populations (undergraduate teamwork is sufficient). **Preferred, But Not Required, Qualifications** include being an alumnus of McNair or a similar program, at least 6 months paid or volunteer experience that required customer service and/or recordkeeping skills, experiencing moderating social network pages, and experience with web design or the Adobe professional suite. Preference will be given to members of groups underrepresented in graduate education or who met the McNair eligibility criteria as an undergraduate.

POSITION DUTIES

The Graduate Associate's (GA) primary role will be tracking and documenting accomplishments of current and past participants as described in the 2017 project plan. The GA will also directly serve participants by providing graduate admissions assistance, financial aid assistance, and research project support. The GA will support the Executive Support Specialist and Director in their roles.

SALARY & TUITION WAIVER

The compensation package for this position will include a federally-funded stipend and Winthrop-funded tuition assistance for fall, spring, and summer. The fall and spring stipends and the tuition compensation will equal \$3500 each, per semester. Summer stipend and tuition compensation will total \$3500. The GA will be expected to work 20 hours per week each semester and during the summer (for a total of 200 hours during the summer).

GEPA Statement

Preference will be given to qualified applicants who meet McNair eligibility criteria, particularly members of groups underrepresented in higher education including African Americans, Hispanics, American Indians, Alaska Natives, Asian Americans, and Native Pacific Islanders, and Native Hawaiians. Winthrop will follow the GEPA policy included in its 2017 proposal (posted on the program's landing page - www.winthrop.edu/mcnair).

APPLICATION

To apply for this position, submit the following materials through the student portal of the Applicant Tracking System (<https://www.winthrop.edu/hr/student.aspx>).

1. A one-page cover letter specifying the skills and experiences the applicant possesses that would serve the program well.
2. Proof of a Winthrop graduate admissions offer
3. A Current vita
4. References – List the names and contact information of at least two academic references (Please include full names, titles, positions, institutions, telephone numbers, and email addresses)

Please contact the McNair Program before applying to be sure the position has not already been filled.

Dr. Cheryl Fortner-Wood, Director
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Applications will be considered until a suitable candidate is found.