WINTHROP UNIVERSITY
University College
McNair Scholars Program

ANNOUNCEMENT OF VACANCY

POSITION: McNair Graduate Associate

ABOUT THE PROGRAM

Since 2009, Winthrop has received federal 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 racially/ethnically under-represented undergraduates prepare for and succeed in doctoral programs. The U.S. Department of Education describes the program in this way (from https://www2.ed.gov/programs/triomcnair/index.html, downloaded 03/27/2023).

**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

The Graduate Associate (GA) will hold a bachelor’s degree and be currently enrolled full-time in a Winthrop graduate program. Any field of study is acceptable, but preference will be given to fields where research and/or writing are emphasized. Minimum Work Experience 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 or eligible for McNair or a similar program, at least six 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. (Adapted from the funded 2022 Proposal)

POSITION DUTIES

The Graduate Associate’s (GA) primary role will be communicating with prospective, current, and prior year participants as well as tracking and documenting accomplishments of current and participants and alumni as described elsewhere in this plan. The GA will also directly serve participants by providing graduate admissions assistance, financial aid assistance, and research project support. The GA will also support Program Assistant and Director in their roles.

SALARY & TUITION WAIVER

The compensation package for this position will include a federally-funded stipend fall, spring, and summer 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 (for a total of $14,000). Summer stipend and tuition compensation will total $3500. The GA will be expected to work up to 20 hours per week (for approximately 16 weeks) each semester and during the summer (for a total of up to 200 hours).

GEPA Statement

Preference will be given to qualified applicants who are McNair alumni (with first preference going to Winthrop McNair alumni), then 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 it its 2022 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. List of Qualifications: A one-page cover letter or current vita specifying the education, presentation, and other relevant qualifications, skills, and/or experiences the applicant possesses.
2. References, in the letter or vita mentioned in #1, or on a separate page, list the names and contact information of at least two academic references. Please include full names, title, position, institution, telephone number, and email address.

Please contact the McNair Program with questions.

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