WINTHROP UNIVERSITY
University College
McNair Scholars Program

ANNOUNCEMENT OF VACANCY

POSITION: McNair Graduate Assistant

ABOUT THE PROGRAM

In 2009 and again in 2012, Winthrop was awarded funding to implement the Ronald E. McNair Postbaccalaureate Achievement Program on our campus. This is a renewable, multi-year TRiO grant providing $220,000 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 purpose of the program in this way:

“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...” (http://www.ed.gov/programs/triomcnair/index.html downloaded 4/12/13)

Winthrop’s McNair program includes, but is not limited to, a summer research internship, faculty mentoring, admissions and financial aid assistance, and travel to present research and explore graduate programs.

POSITION QUALIFICATIONS

Excerpt from the June 2012 proposal (effective 2013-2018): The Graduate Assistant (GA) will hold a bachelor’s degree and be currently enrolled full-time in a Winthrop graduate program. We anticipate being able to hire the GA from a pool of prior McNair participants who have successfully completed objectives one and two. Preference will be given to applicants who are McNair alumni and whose application materials provide the strongest evidence having the skills to complete the duties of the GA.

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<th>Table 19: Job Qualifications of the Graduate Assistant</th>
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<td>Educational Qualifications</td>
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<td>Acceptable Field(s) of Study</td>
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<td>Type &amp; Work-Related Experience</td>
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<td>Preferred, But Not Required, Qualifications</td>
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POSITION DUTIES

The Graduate Assistant’s primary role will be tracking and documenting accomplishments of current and past participants as described in the project plan. The Graduate Assistant (GA) will also provide direct assistance to participants by providing graduate admissions assistance, financial aid assistance, and research project support. Finally, the GA will support the Executive Support Specialist and Director in their roles.

SALARY & TUITION WAIVER

The compensation package for this non-exempt position will include a tuition waiver and salary for fall semester, spring semester, and summer session. Upon approval by the U.S. Department of Education (ED), the tuition compensation will be $3500 for fall, $3500 for spring, and up to $2000 for summer. Also, upon the approval of ED, the assistant will receive up to $3500 per semester and up to $1500 during summer session. The GA will be expected to work 20 hours per week for 15 weeks each semester and 20 hours per week for 10 weeks during the summer.

APPLICATION

Preference will be given to qualified applicants who have successfully overcome obstacles similar to those of the target population. In the cover letter, applicants should articulate their understanding of and experience with the educational obstacles of the students who are eligible for this program. Applicants should also highlight the training, experience, and/or skills they would bring to the position that would benefit the participants and program. Applicant responses to these questions will be considered along with proof of educational qualifications and work-related experience.

To apply for this position complete the following materials:
1. A one-page cover letter specifying the skills and experiences the applicant possesses that would serve the program well.
2. Application for Graduate Assistantship (available from Winthrop’s Graduate School and at: http://www.winthrop.edu/graduateschool/assistantships/)
3. Current vita
4. References – List the names and contact information of at least two academic references (Please include full names, title, position, institution, telephone number, and email address)

GEPA Statement

Please consider the Winthrop McNair Program GEPA statement which outlines the steps Winthrop McNair Staff will take to ensure equitable access to and preparation in the McNair program.

Please contact the McNair Program before applying to be sure the position has not already been filled. To be considered for an unfilled position, send completed applications with reference contact information to:

Dr. Cheryl Fortner-Wood, Director
Winthrop McNair Scholars Program
104 Dinkins Hall
Winthrop University
Rock Hill, SC 29733
McNair@Winthrop.edu
(803) 323.2125
www.Winthrop.edu/McNair

Applications will be considered until a suitable candidate has been found.