GRADUATE ASSISTANTSHIP 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, lesser-income and traditionally underrepresented undergraduate students for graduate study.

Each of the 28 McNair Scholars selected for participation receives preparation for the pursuit of a Ph.D. after the completion of their undergraduate program. Scholars participate in a variety of educational activities such as academic workshops and professional development seminars. In addition, Scholars receive faculty mentoring as well as ongoing support from the McNair staff through the completion of their undergraduate studies. Outstanding McNair juniors and seniors participate in rigorous research alongside faculty mentors while in the program.

Purpose

The purpose of the McNair Program is to increase the number of undergraduate students earning doctoral degrees who are lesser-income and first-generation, or who come from communities underrepresented in graduate education.

Position Summary

The McNair Scholars Program Graduate Assistant will be responsible for assisting the Program Director and Administrative Assistant with recruiting scholars, as well as providing scholars with a rewarding experience through student support, program development and workshop coordination and facilitation. Some recordkeeping will be required.

Duties may include:

- Mentorship of undergraduate students
- Assistance with the graduate school application process
- 1:1 assistance and workshops around GRE preparation
- Assistance in the recruitment of McNair Scholars through e-mail, social media, classroom presentations and related means
- Development of recruitment materials including brochures, flyers, signage etc.
- Program/event planning, publicity, execution, and outreach (including social media messaging)
- Assistance with recordkeeping
- Data collection and analysis
- Writing and editing
- Other tasks as assigned

Required Qualifications

- Bachelor's degree
- Current enrollment in a master's, Ed.D., or Ph.D. program at TCU
- Knowledge of the challenges faced by first-generation, low-income and underrepresented students in higher education
- Ability to assist McNair scholars with aspects of the graduate school application process
- Excellent time management skills
- Excellent public speaking skills and willingness to give classroom or other presentations
- Excellent writing skills
- Experience with recordkeeping (e.g., filing, spreadsheets)
- Extensive research experience
- Proficiency in Microsoft Office applications required (i.e., Word, Excel, Outlook)
- Ability to work independently and to take initiative on new projects
- Interest in supporting the purpose of the program
- Valid U.S. Driver's License

Preferred Qualifications

- Academic counseling/coaching experience (or desire to gain experience in this area)
- Ability to provide GRE tutoring and plan/facilitate related workshops

Compensation

- Stipend of $15,000
- 9 hours of tuition credit per semester

Timeframe

This is a 20-hr/week commitment for Fall 2023 and Spring 2024 and part of Summer 2024.

Application Process

To apply, please submit a cover letter, copy of your resume/CV, a short writing sample (2-pages max) and contact information for three references to the McNair Scholars Program at **mcnair@tcu.edu** **by 5 p.m. on Friday, March 3, 2023.**

**Candidates who are alumni of TRIO programs, especially McNair, or have experience working with first-generation, Pell-eligible student populations from diverse backgrounds are strongly encouraged to apply. **