The McNair Scholars Program at Washington State University prepares first-generation/low- income students, and students from underrepresented backgrounds in graduate education for their future doctoral studies. Program participants are provided graduate education preparation activities and services such as faculty mentored research experiences, coursework focused on the culture of graduate education, and academic and career counseling. The program is recognized as the university vanguard in preparing undergraduates for graduate education.

**McNair Graduate Assistant**

**Job Description**

The Graduate Assistant serves as Mentor and Instructor to McNair program participants, reporting directly to the McNair Program Director. This is a 20 hour per week Graduate Assistantship position. The roles and responsibilities for the assistantship are described below, and may include other duties as assigned.

**Primary Roles and Responsibilities May Include all or a combination of the following, dependent upon applicant knowledge and skills set:**

* Develop, teach, and evaluate the following courses offered by the program:

INTERDISCIPLINARY 490.1: McNair Preparation for Graduate School, Part 1

INTERDISCIPLINARY 490.2: McNair Preparation for Graduate School, Part 2

* Develop, administer, and evaluate other topical instruction seminars and workshops as needed.
* Mentor program participants through research papers and other academic writings.
* Mentor program participants in selecting and applying to graduate programs.
* Assist Director with program assessment and evaluation
* Assist with information dissemination of the program (on-campus, social media, and other forms.).
* Assist with coordination of existing preparation activities, and development of new activities.
* Perform other administrative duties as needed.

**Preferred Characteristics:**

1. Ph.D. Candidate or Student, or advanced Masters Student

2. Experience with McNair, TRIO or similar student services programs

3. Strong interpersonal communication skills

4. Strong technical writing skills

Interested Graduate Students should submit a cover letter, CV, and list of three references to Dr. Raymond Herrera, Assistant Dean, Graduate School. Submission deadline is 5pm, Friday, December 21, 2018. Contact: Dr. Raymond Herrera, raymond@wsu.edu