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 program coordinator to McNair program and its participants, reporting directly to the McNair Program Associate 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:**

- Work closely with all staff to plan, organize, and coordinate programming activities, workshops, and events to meet the goals of the program.
- Lead in the recruitment and outreach process.
- Maintain program website, newsletters, and social media presence.
- Assist with mentoring program participants through research papers and other academic writings.
- Assist with mentoring program participants in selecting and applying to graduate programs.
- Assist the Associate Director with program assessment and evaluation.
- Perform other administrative duties as needed.

**Required Qualifications:**

1. Ph.D. Candidate or Student, or Advanced Master's Student
2. Experience in Higher Education
3. Demonstrate strong verbal/written communication and interpersonal skills
4. Demonstrated ability to exercise professional judgement and leadership including the ability to work independently and as a team member
5. Knowledge and experience working with campus resources and partnerships
6. Self-motivated, able to handle multiple tasks, work efficiently

**Preferred Qualifications:**

1. Experience with McNair, TRIO or similar student services programs
2. Strong social media and website management skills
3. Demonstrated experience in planning, organizing, managing, and coordinating events and activities
4. Ability to quickly learn, follow through, and consistency in meeting deadlines.
5. Ability to being resourceful and research options to resolve problems.