



WASHINGTON STATE UNIVERSITY
McNair Scholars Program

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 reports directly to the McNair Program Associate Director, Dr. Manee Moua.

Starting/Ending Dates: August 2024 – May 2025

Hours: 20 hours a week – Monday through Friday. Some weekend or evening activities may be required (e.g., facilitating workshops, outreach/recruitment, social events with students) but will be included in the 20 hours per week.

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.
- Provide one-on-one advising students by guiding and supporting the development of individual academic and research goals.
- Assist in preparing students with graduate program application materials.
- Mentor program participants through research papers and other academic writings.
- Mentor program participants in selecting and applying to graduate programs.
- Assist Associate Director with program assessment and evaluation
- Assist with information dissemination of the program (on-campus, social media, and other forms.).
- Assist with coordinating and preparing program events, activities, and development of new activities.
- Perform other administrative duties as needed.
- Participate in weekly staff meetings, and semesterly staff retreats and training.
- Work closely with all staff to plan, organize, and coordinate programming activities, workshops, and events to meet the goals of the program.
- Assist in recruitment and outreach activities, including interviews.
- Maintain program website, newsletters, and social media presence.
- Assist with mentoring program participants through research papers and other academic writings.



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- Assist with mentoring program participants in selecting and applying to graduate programs.
- Assist the Associate Director with program assessment and evaluation.
- Perform other duties as needed.

Required Qualifications:

1. Ph.D. Candidate or Student, or Advanced Master's Student
2. Experience working 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 partners
6. Self-motivated, able to handle multiple tasks, and work efficiently

Preferred Qualifications:

1. Experience with the McNair Scholars Program and/or other TRIO and similar student services programs (i.e., SSS, CAMP, LSAMP, TMP, etc.)
2. Experience teaching in higher education
3. Experience advising undergraduate students
4. Demonstrated experience in planning, organizing, managing, and coordinating events and activities
5. Ability to quickly learn, follow through, and be consistent in meeting deadlines.
6. Ability to be resourceful and research options to resolve problems.

Materials to submit: Interested graduate students should send a cover letter addressing relevant experiences, CV, and list of three references to Dr. Manee Moua, *Associate Director of the McNair Scholars Program* at mmoua@wsu.edu.

The hiring committee will begin reviewing applications on April 5, 2024. Open until filled.