

## VACANCY ANNOUNCEMENT

Applications are invited for consideration for appointment to the following position:

Title: McNair Graduate Assistant	Date to be filled: TBD
Department: McNair Scholars Program	Salary rate: \$17.00/hr
Program Director: Daniel Islam	Number of positions: 1

### Brief description of duties:

The McNair Scholars program is a TRiO Program federally funded by the U.S. Department of Education to provide eligible students with support and preparation for graduate school. Our objective is to prepare students for success in doctoral programs by providing intensive research experiences, one-on-one mentoring relationships with faculty, graduate school application guidance, and assistance in interpreting the professional graduate education culture. McNair Scholars must either be low-income, first-generation college students AND/OR be members of a traditionally underrepresented group in their academic discipline (usually African American, Latino/a, Native American and/or American Pacific Islander).

The **Graduate Assistant** position for the McNair Scholars Program is an essential support role to the Program Coordinator. This position is a year-round position requiring availability in the Fall, Spring, and Summer semesters. Please see the following duties typical for the McNair Graduate Assistant.

This graduate assistantship will require flexibility, self-direction, self-motivation, and enthusiasm.

### Our Graduate Assistant (GA) will:

#### *Administration:*

- Help to coordinate and/or facilitate workshops, trainings and orientations, as well as social, cultural, and wellness activities for McNair Scholars
- Assist in planning, scheduling, and securing semester and summer programs
- Assist in recruitment activities such as presentations and selection process
- Attend and co-chaperone conferences, weekend trips, etc.
- Assist in arranging travel arrangements
- Develop program newsletters
- Fulfill other duties as assigned

#### *Advising/Teaching:*

- Provide direct services to students through advising sessions
- Assist with tutoring, counseling, academic advising and other service referrals
- Provide graduate school application support,

*Provide the program staff and students with updates, ideas, and suggestions that will develop the McNair student experience.*

### Qualifications:

- Bachelor's degree required and must be enrolled in a graduate program in a discipline in which the McNair Program at SUNY Geneseo recruits from
- Knowledge of the barriers first-generation, low-income and underrepresented students face in higher education
- Knowledge of graduate school admissions processes
- Passion for working with students and willingness to share your own experiences of graduate school

- Teaching and/or facilitation experience
- Outstanding writing and editing skills in multiple genres
- Understanding of different disciplinary requirements in writing (genres, tone, style) • Extensive research experience and knowledge of scholarly research processes • Exceptional time management and organizational skills
- Must be a team player and able to handle multiple priorities
- Public speaking and presentation abilities
- Willingness to work evenings and some weekends
- Willingness to travel
- Must be available to work during the summer
- Valid driver's license

#### Additional Information

- We offer a flexible schedule, a supportive work environment, and the opportunity to build meaningful collaborative relationships with students from diverse backgrounds. • We welcome interested applicants of all backgrounds and perspectives who share our dedication to increasing educational access and opportunity.

Persons interested in the above position should submit a résumé, cover letter, and three professional references to: [aislam@geneseo.edu](mailto:aislam@geneseo.edu)

#### APPLY TO:

Program Director's Name: Daniel Islam

***As an Equal Opportunity / Affirmative Action Employer, The Research Foundation for SUNY will not discriminate in its employment practices due to an applicant's race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law. Rev: June 16, 2016***