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| **Job Title:** *Assistant Director*  *McNair Scholars Program* | **FLSA Classification:** *(FLSA Federal Law GUIDELINES)*   * Exempt ☐Nonexempt |
| **Reports to:** *Director, Undergraduate Research and McNair Scholars Program* | **Location:** Moody Hall 126 |
| **Department:** MCNS | **Division:** Academic Affairs |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade: 414** |

**PRIMARY PURPOSE OF POSITION**

This full-time position will assist the Director in coordinating the McNair Scholars Program. This is a federally funded grant with two years remaining with a possibility of renewal for five more years. We have been continuously funded for 17 years.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Advise and counsel McNair scholars on academic progress necessary for graduate school admission, graduate application process, selection of graduate school, GRE preparation, and graduate school issues.
* Work closely with McNair faculty mentors and potential mentors and McNair STEM faculty advisors.
* Work closely with Academic Counseling and Support Programs Director to find tutors for McNair scholars.
* Work closely with the University of Texas Director of the Intellectual Entrepreneurial Program and doctoral student mentors.
* Develop and maintain database of research opportunities at other universities.
* Assist Director in organizing and administering an eight-week summer research program and presentation symposium.
* Assist Director with developing fall and spring program calendar and making arrangements for multiple events including weekly seminars and annual events.
* Oversee the management of the McNair office.
* Assist in planning and implementation of annual recruitment of McNair scholars.
* Assist with organization and supervision of student travel to conferences and graduate school visits.
* Travel for staff training and with students to McNair conferences.
* Oversee maintenance of database and paper-based grant documentation and student records.
* Assist in preparing Annual Performance Review to the Department of Education.
* Track and maintain contact with McNair scholar alumni.
* Assist in evaluation of the McNair program.
* Assist in developing, implementing, and monitoring program marketing for campus advertising and promotional materials.
* Maintain updated data on scholar and alumni accomplishments.
* Oversee maintenance of SEU McNair Scholars Program web page.
* Assist with maintenance of SEU McNair Scholars Program social media platforms.
* Stay abreast of US Department of Education federal guidelines pertaining to the administration of the McNair grant.
* Assist with day to day accounting processing.
* Perform other duties as assigned.

**QUALIFICATIONS**

* M.A. in education or related field required.
* Bilingual English/Spanish required.
* Three years of experience in working with economically disadvantaged students in a higher education setting strongly desired.
* Knowledge of StudentAccess, ExCEL and Qualtrics software strongly desired.
* Knowledge of National Student Clearinghouse desired.
* Prior experience working with economically disadvantaged youth.
* Must be willing to travel several times a year.
* Ability to work effectively with a diverse group of students, faculty and staff.
* Demonstrated commitment to McNair Scholars Program mission.

**WORKING CONDITIONS**

This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

**PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and

reach continuously.

* While performing required job tasks, physically able to climb stairs, ladders or

scaffolding as necessary.

* While performing required job tasks, physically able to remain seated, frequently

to continuously.

* Possesses dexterity abilities required to perform typing, operate a computer and

other office equipment, to perform filing, and related job responsibilities and

attention to detail competence.

* Physically able to spend significant time reading both on paper and on a computer.
* Ability to travel by car and plane for University business. Ability to drive.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED**: General supervision is received by the Director of Undergraduate Research and the McNair Scholars Program.

**SUPERVISION EXERCISED**: Functional supervision is provided to student workers.

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |