UNIVERSITY OF WISCONSIN – SUPERIOR POSITION DESCRIPTION
McNair Scholars Program Manager

Working Title: McNair Scholars Program Manager
Hayes Hill Title/Level: Student Services Program Manager II, grant funded 12-month appointment, 1.0FTE
Position Reports to: TRIO Manager/Upward Bound Director

Position Summary:
The McNair Scholars Program Manager provides administrative leadership for the McNair Scholars Program including: program development, staff supervision, budget management and grant proposal writing. The position also includes maintaining a client case load and quality faculty relationships.

Duties and Responsibilities:
- Provide required documentation and accountability for services provided, allowable costs, and objectives accomplished.
- Identify, recruit and select eligible participants.
- Provide program development and service delivery.
- Hire, train, and supervise McNair staff.
- Track performance measures, update program database and prepare annual performance report to U.S. Department of Education and UWS Administration.
- Budget management.
- Compliance with federal regulations and EDGAR.
- Develop and maintain effective communication between the McNair Scholars Program and the College faculty and staff, including disseminating information about program services to the University through presentations, website, brochures and newsletters.
- Monitor Faculty Mentors to assure quality services are provided to participants.
- Oversee academic, financial, graduate school admissions, and career advising to Scholars.
- Develop coordination and working relationships with graduate program offices at doctoral granting institutions and facilitate visitations and mentorship's for current McNair Scholar's.
- Implement plan for data collection, documentation and evaluation of all phases and requirements of the program.
- Maintain a caseload of students.
- Coordinate all facets of the project.
- Coordinate public relations.
- Promote the general welfare of the staff and project participants.
- Complete mandatory trainings and professional development opportunities.
- Other duties as assigned and/or necessary.

Knowledge, Skills and Abilities:
- Knowledge of TRIO programs and the federal reporting requirements that govern these activities.
• Knowledge of higher education academic programs and support services and the value of a public, liberal arts education.
• Skill in utilizing computer software programs in a work environment.
• Ability to communicate effectively, both orally and in writing with students, faculty, staff and others.
• Ability to establish and maintain effective working relationships with students, faculty, staff and others.
• Ability to work with and/or advising a variety of racial and ethnic groups and underrepresented populations.
• Ability to analyze numerical statistical data.
• Ability to demonstrate good judgment and analysis in decision-making and problem-solving.
• Ability to participate in evening and week-end events as necessary.
• Ability to work with confidential and sensitive information and records.
• Ability to commit to the highest ethical standards.
• Ability to effectively plan, organize and direct assigned programs and operations.

Minimum Qualifications:
• Master's degree in counseling, educational psychology, student personnel services, or a related area.
• Two (2) years' experience in administration of TRIO or student affairs programs.
• One (1) year experience working with low income, first-generation, and disabled students at the university level.

Preferred Qualifications:
• Ph.D. or Ed.D. in education, counseling, student personnel, or a related area.