UNIVERSITY OF WISCONSIN-SUPERIOR
Associate Instructional Specialist
POSITION DESCRIPTION

Working Title: Academic Coordinator – McNair Scholars Program
Hayes Hill Title/Level: Associate Instructional Specialist, Academic Staff, 85% FTE
Position Reports To: Director, McNair Scholars Program

Position Summary:
The McNair Scholars Program Academic Coordinator is to provide personal, career, and academic counseling/referrals and services to federally qualifying students. The Coordinator is responsible for providing research preparation workshops. Additionally, the Coordinator is to provide support for students to achieve admission and funding for graduate degree programs. Position based on federal grant funding.

Duties and Responsibilities:
- Provide personal, career, and academic counseling (or referrals) as appropriate to students selected to be in the program.
- Conduct in-take assessment battery on students, including learning styles, study skills, computer skills, and personal adjustment inventories.
- Set up an Educational Action Plan with each student based upon assessment results, providing services to achieve graduate school goals.
- Coordinate tutorial assistance for scholars and monitor their progress.
- Conduct workshops on topics pertaining to graduate school and research basics.
- Guide scholars through the graduate school application process.
- Maintain and update information on the UWS McNair Scholars Program website.
- Perform PR activities to inform area colleges, departments and the community about the McNair Scholars Program and its services.
- Market and recruit from STEM fields.
- Serve on the selection committee to screen applications, conduct interviews, and select scholars for the program.
- Coordinate travel arrangements and accompany McNair Scholars on group graduate school visits and to professional conferences (approximately 3-5 trips/year which include overnights and/or weekends).
- Maintain current and updated library of graduate school information resources (catalogs, scholarship information, etc.) for student use.
- Keep accurate, organized, and up-to-date paper and electronic case notes and case files on all students in the program past and present.
- Monitor and report on student progress in the program.
- Assist with Annual Performance Report and accountability reports.
- Complete monthly activity reports and submit to the McNair Scholars Program Project Director.
- Develop and implement new activities and services as appropriate.
- Nights and weekend travel and work is periodically required.
- Complete mandatory trainings and professional development opportunities.
- Other duties as assigned by the Project Director.

Knowledge, Skills, and Abilities:
- Ability to communicate effectively, both orally and in writing
- Knowledge of computer programs and willingness to learn new computer skills
- Ability to facilitate graduate level research skills and study habits
- Ability to work effectively with diverse populations

April, 2018
• Ability to network with and conduct public relations activities with college faculty and staff
• Knowledge of marketing in terms of applicant recruitment
• Ability to travel with occasional overnight and weekend stays
• Ability to work outside traditional work schedule as needed
• Excellent organization skills

**Required Qualifications:**
• Master’s degree required. Degree fields include education, counseling, student personnel services, STEM education, or a related field.
• Experience in planning and teaching groups, workshops, and/or training programs on graduate school or student success topics.
• 1-2 years experience with advising/counseling/educating TRIO students, or students from low income, first-generation, or ethnically underrepresented backgrounds on academic, graduate school, career and/or personal issues.
• Possess valid driver’s license.

**Desirable Qualifications:**
• PhD or EdD. Degree fields include education, counseling, student personnel services, STEM education, or a related field.
• Experience in marketing and promotion of TRIO Programs.
• Experience with student assessment.
• Experience with program evaluation.
• Experience in STEM disciplines.