Working Title: McNair Program Academic Coordinator
Hayes Hill Title/Level: Associate Instruction Specialist; 75% FTE, renewable 12-month appointment.
Position Reports to: McNair Scholars Program Manager

Position Summary: The McNair Program Academic Coordinator provides academic, career, and personal counseling and services to students who are low income, first-generation college, and underrepresented in graduate education. The position is responsible in providing academic, career, and personal counseling to students, report on student program, plan and conduct workshops; assist in recruitment and selection of participants and perform public relation activities. The Coordinator maintains a caseload of McNair students and serves on university and regional committees to promote the goals of the project and to advance LIFG/UR students. Some travel is required.

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 UW-Superior McNair Scholars Program website
- Perform promotional activities to inform area colleges, departments and the community about the McNair Scholars Program and its services through presentations, website, brochures, newsletters and other methods.
- 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 take 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 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.
- Track performance measures, update program databases and prepare annual performance report to U.S. Department of Education and UWS Administration.
- Implement plan for data collection, documentation and evaluation of all phases and requirements of the program.
- Complete monthly activity reports and submit to the McNair Scholars Program Manager.
- Develop and implement new activities and services as appropriate.
- Nights and weekend travel is required.
- Other duties as assigned and/or necessary.

Knowledge, Skills and Responsibilities
- Knowledge of assessment (learning styles, study, computer, career interest inventories, etc.).
- Knowledge of program evaluation.
- Knowledge and experience with TRiO programs or programs serving similar populations.
- Experience in or knowledge of STEM fields.
- Excellent written and verbal communication skills, and computer skills.
- Skill and experience in planning and teaching groups, workshops, and/or training programs on graduate school or student success topics.
- Ability to facilitate graduate level research skills and study habits.
- Ability to network with and conduct promotional activities with diverse communities, faculty, staff and students.
- Ability to establish and maintain effective working relationships with students, faculty, and staff.
- Ability to work with sensitive and confidential information and records.
- Ability to work with and advise a variety of racial and ethnic groups and underrepresented populations.
- Must be well organized.

**Minimum Qualifications**
- Master’s degree from an accredited institution in education, counseling, student personnel, STEM education or a related field.

**Desirable Qualifications**
- Experience with advising/counseling/educating low income, first-generation, and/or minority students on academic, graduate school, career and personal issues preferred.