



Job Title	Assistant Director Ronald E. McNair Scholars Program
PVN ID	HC-1801-002286
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Provost
Status	Full Time
Annual Salary	\$47,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Jan 25, 2018 (Or Until Filled)

General Description

The Ronald E McNair Postbaccalaureate Achievement Program is a federally funded program under the U.S. Department of Education TRIO programs designed to significantly increase the rates at which eligible students enter graduate school; the program is managed by a set of mandated objectives set by the U.S. Department of Education. Under the supervision of the Project Director, the Assistant Director will be responsible for managing all program activities, ranging from planning and conducting programs and workshops that help students with graduate school readiness, aid students in research opportunities and scholarly activities. The Assistant Director will provide counseling in academic, professional and personal skills that will be necessary in preparing undergraduate students in applying and entering graduate school. This includes, but not limited to identifying cultural and educational activities that include graduate school visitations and tours, conferences and summer research opportunities. The Assistant Director also will be responsible for providing fellowship, scholarship, internship and other research opportunity information to prospective and continuing students in the program.

S/he will also be a liaison to other offices in the university as needed and perform other assigned duties; will also continue to add to the network of graduate school recruiters and personnel for future collaborations.

Other Duties

The Assistant Director will be responsible for regularly maintaining and updating student reports and federal compliance data required by the US Department of Education. S/he will implement all office priorities and timelines and will be responsible for all clerical/office manager responsibilities and duties which include: ordering office and instructional supplies, processing accounts payable and other budgetary expenditures, assisting in the preparation of internal yearly reports, conduct alumni outreach, coordinating travel for McNair staff and scholars, and coordinating room allocation for meetings and events.

The Program Assistant helps the Project Director with the development and organization of all new and

ongoing projects, maintains the Project Director's calendar, schedules meetings for all McNair events, and provides procedural information on fellowship requirement to students. Additionally, Program Assistant will maintain the McNair Website regularly, monitors fax and e-mail messages and responds to inquiries.

Qualifications

Master's Degree from an accredited institution required, Ph.D. preferred. A minimum of five years of relevant administrative experience in higher education and student services preferred. Excellent verbal and written communication skills required; budget experience preferred; strong conceptual and organizational skills are essential to manage the office and help coordinate the Project Director's diverse projects and responsibilities. Strong commitment to working with low income-first generation and underrepresented undergraduate students is a plus. Experience working with TRIO and or similar programs preferred. Ability to perform required job tasks in a professional manner and interest in working in a collaborative academic environment required. Experience working in the CUNY First system or other university social media environments are welcomed. Excellent computer skills required, including proficiency in the Microsoft Office Suite, especially Outlook, Word, PowerPoint and Excel.

Training in the use of database and project management is essential. An understanding of pre- graduate school application requirements and application processing is essential. Able to manage relevant documentation and databases pertinent to the McNair Project's annual reporting and the submission of electronic reports when necessary to the U.S. Department of Education. Accurate record keeping and filing of student records in a confidential and timely manner is a plus. Knowledge of FERPA laws and compliance is preferable.