

Job Title	McNair Program Director
PVN ID	HC-2401-006075
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Provost's Office
Status	Full Time
Annual Salary	\$65,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Feb 09, 2024 (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 Provost's Office of Hunter College, the Project Director will:

- Design and lead the McNair Scholars Program operation in accordance with grant objectives, goals, and evaluation plan.
- Be responsible for program budget design and oversight of the program expenses.
- Be responsible for internal (RF CUNY and Hunter College) and external reports to the Department of Education including progress, annual performance, and financial reports.
- Oversee the work of the Program Coordinator.
- Oversee record keeping with provided services, financial statements, programming, opportunities, and program evaluation.
- Establish and maintain professional relationships with graduate schools and DEI representatives regionally and nationally.
- Provide counseling on academic, professional, and personal skills that will be necessary in preparing undergraduate students to apply and enter graduate school.
- Organize internship, SROP, and Graduate recruitment events to McNair scholars.
- Assist McNair scholars in identifying potential mentors and navigating the graduate school application process, including providing guidance with financial opportunities (scholarships, fellowships), and networking opportunities with graduate school representatives.

Other Duties

- Identify and recruit potential McNair scholars.
- Establish and maintain a network with faculty, advisors, and other student support programs at CUNY.

- Represent and collaborate with Hunter College McNair Program in CUNY TRIO Council, regional TRIO organization AEEE, and National TRIO organization COE to support the mission of the TRIO programs.
- Attend conferences and graduate school visitations with McNair scholars.
- Attend professional development, policy conferences, and training to keep up to date with government legislative and regulatory updates, best practices, and opportunities to provide scholars.

Qualifications

- Master's Degree from an accredited institution required, PhD preferred.
- A minimum of five years of relevant administrative experience in higher education and student services is 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 diverse McNair projects.
- Must have a strong commitment and experience working with low-income, first-generation, and underrepresented undergraduate students. Experience working with TRIO and or similar programs is highly preferred.
- Must have experience creating academic professional development workshops, and strong academic writing skills.
- Must be able to work in a collaborative academic environment.
- Experience working in the CUNYFirst system or other university environments is welcomed.
- An understanding of pre-graduate school application requirements and application processing is essential.
- Must be 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.
- Knowledge of FERPA laws and compliance is preferable.