Job Title	McNair Scholars Program Coordinator
PVN ID	HC-2501-006649
Category	Administrative Services
Location	HUNTER COLLEGE
Department	McNair Scholars Program- Provost Office
Status	Full Time
Annual Salary	$50,000.00 - $55,000.00
Hour(s) a Week	35
Closing Date	Mar 06, 2025 (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 Program Coordinator will:

- Be responsible for managing all program activities, ranging from planning and conducting programs and workshops that help students with graduate school readiness, to aiding students in research opportunities and scholarly activities.
- Provide counseling on academic, professional, and personal skills that will be necessary in preparing undergraduate students to apply and enter graduate school.
- Identifying cultural and educational activities that include graduate school visitations and tours, conferences, and summer research opportunities.
- Provide fellowship, scholarship, internship, and other research opportunity information to prospective and continuing students in the program.

Other Duties

- Responsible for regularly maintaining and updating student reports and federal compliance data required by the US Department of Education.
- Implement all office priorities and timelines and responsible for all clerical/office manager responsibilities and duties which include: ordering office and instructional supplies, assisting in the preparation of internal yearly reports, conducting alumni outreach, coordinating travel for McNair staff and scholars, and coordinating room allocation for meetings and events.
- Helps the Project Director with the development and organization of all new and ongoing projects, schedules meetings for all McNair events, and provides procedural information on fellowship requirements to students.

- Maintain the McNair Website regularly and social media platforms, monitor e-mail messages, and respond to inquiries from prospective students.
- Attend some conferences and Graduate school visitations with McNair scholars, professional development, policy conferences, and training to keep up to date with government legislative and regulatory updates, best practices, and opportunities to provide scholars with.
- Other duties as assigned.

Qualifications

- Bachelor's Degree from an accredited institution required, MA preferred. Hunter College McNair Alumni is a plus.
- A minimum of two 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 Project Director's diverse projects and responsibilities.
- 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
- Ability to perform required job tasks professionally and interest in working in a collaborative academic environment required.
- Experience working in the CUNY First system or other university social media environments is welcomed.
- Excellent computer skills are required, including proficiency in Microsoft Office, Google, and Adobe Suites.
- Training in the use of databases 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.