About the McNair Scholars Program:

The University of North Carolina at Chapel Hill McNair Scholars Program serves 26 undergraduate, first-generation, low-income, and traditionally underrepresented students in higher education. Our objective is to prepare students for success in doctoral programs by providing intensive research experiences, one-on-one mentoring relationships with faculty, graduate school application guidance, and assistance in interpreting the professional graduate education culture.

McNair Scholars participate in workshops and seminars throughout the year to prepare and learn about research and graduate school. During the summer before their senior year, scholars participate in an intensive eight-week research internship. Scholars present their research locally and nationally at McNair Scholar Conferences.

The Graduate Assistant position for the McNair Scholars Program is an essential support role to the Assistant Director and Director of TRiO Programs. This position is a year round position requiring availability in the Summer, Fall, and Spring semesters. Please see the following duties typical for the McNair Graduate Assistant.

Administration:

1. Assistance in planning, scheduling, and securing Academic Year and Summer Programs
2. Assistance in recruitment activities such as presentations and selection process
3. Attend and co-chaperone conferences, weekend trips, etc.
4. Assist in arranging travel arrangements
5. Fulfilling other duties as assigned

Advising/Teaching:

1. Providing direct services to students through advising sessions
2. Assist with tutoring, counseling, academic advising and other service referrals
3. Graduate School Application Support, including GRE preparation
4. Teach and facilitate workshops on preparing for graduate school admissions
5. Ability to teach a Writing & Research Course during the Summer Internship Program
Required Qualifications:

1. Knowledge of the barriers first-generation, low-income and underrepresented students face in Higher Education
2. Knowledge of graduate school admissions processes
3. Passion for working with students and willingness to share experiences of graduate school
4. Teaching and/or facilitation experience
5. Outstanding writing and editing skills in multiple genres
6. Understanding of different disciplinary requirements in writing (genres, tone, style)
7. Extensive research experience and knowledge of scholarly research processes
8. Exceptional time management and organizational skills
9. Must be a team player and able to handle multiple priorities
10. Public speaking and presentation abilities
11. Proficiency in working with various forms of social media
12. Willingness to work evenings and some weekends
13. Willingness to travel
14. Must be available to work during the Summer
15. Valid driver’s license
16. Preference given to Ph.D. students, McNair Alumni, first-generation, low-income, and underrepresented students

Compensation and Time Commitment

1. The Graduate Assistant must be able to commit 20 hours per week to the Program.
2. The Graduate Assistant will receive a stipend of $18,000 (please note that this is a stipend only and does not include tuition assistance).
3. Ideal candidate will be able to commit at least two years as a G.A. to the Program.

How to Apply:
Please send a thoughtful cover letter outlining how your experiences align with the required qualifications, a Curriculum Vitae, and three references to Ms. Leah Frierson at frierl@email.unc.edu, Assistant Director for the McNair Scholars Program, Carolina Higher Education Opportunity Programs, by Tuesday, February 28th, 2017.

Start Date:
This position will start in mid-May or early June 2016.

For more information about the McNair Program visit our website: http://mcnair.web.unc.edu

The University is an equal opportunity, affirmative action employer and welcomes all to apply without regard to age, color, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, or sexual orientation. We also encourage protected veterans and individuals with disabilities to apply.