McNair Scholars Program  
Graduate Assistantship-Senior Project Aide at Binghamton University, SUNY

Job Description:

**Program Description:**

The Binghamton University McNair Scholars Program prepares undergraduates for graduate studies leading to the doctoral degree. McNair-eligible students are U.S. citizens or permanent residents of the U.S. who are from low income, first-generation and historically underrepresented minority (African-American, Latino, Native American, Alaskan Native, Hawaiian Native, and Native Pacific Islander) backgrounds. The program addresses the serious shortage of graduate degree recipients, particularly at the doctoral level, among underrepresented groups of Americans and seeks to increase the number of individuals from these backgrounds on college and university faculties.

**Responsibilities:**

- Drafting and typing correspondence and other program written materials
- Maintaining permanent participant files according to McNair federal guidelines
- Ordering and maintaining all supplies and equipment
- Scheduling meetings and making travel arrangements for the Project Directors (PDs), Coordinator and Scholars
- Maintaining the McNair Program Director's and Coordinator’s calendars
- Providing administrative and clerical support for all other program activities
- Providing supervision over the McNair Scholars Research Facility and Library and computer lab
- Attending training workshops as requested by the PD
- As a member of advisory board, the Project Assistant schedules meetings, develops agendas, and takes minutes
- S/he also assists with organizing program events, such as the induction dinner, annual picnic, workshops, special speakers, and research conference
- S/he assists in compiling reports, data collection and statistical analysis
- Assists with ongoing compilation of materials, data and reports for preparation and submission of U.S. Department of Education Annual Performance Report
- Customizing program offerings
- Producing publicity campaigns
- Developing and implementing survey and other feedback mechanisms while reviewing responses and making appropriate changes
- Creating and distributing application forms
- Checking the eligibility status of applicants
- Tracking all expenditures and processing all requisitions
- Edit and maintain Newsletter, website and social media, and McNair Research Journal
- Assist with McNair course
- Other Duties as assigned
Supervision:

The Project (Graduate) Assistant reports to the Project Director.

Required Qualifications:

- Registered and enrolled graduate student at Binghamton University
- Excellent computer skills – must be proficient in all Microsoft Office applications
- Outstanding verbal and written communication skills
- Ability to work evening and weekend hours as needed
- Exceptional proof-reading and editing skills
- Experience working with diverse student population
- A NYS driver’s license,

Preferred Qualifications:

None

Research Foundation Commitment to Equal Employment Opportunity

The Research Foundation for The State University of New York (RF) is committed to the principles of Equal Employment Opportunity and Affirmative Action. It is the obligation of each officer, manager, and supervisor to ensure all employment activities are conducted in an equal and equitable fashion, without regard to race, creed, religion, color, citizenship, national origin, sex, age, sexual orientation, predisposing genetic characteristics, genetic information, marital status, status as a domestic violence victim, arrest record, disability, military status, disabled veteran, recently separated veteran, Armed Forces Service Medal veteran, active duty or wartime campaign badge veteran, or other characteristic as protected by law. Such activities include, but are not limited to: recruitment, advertising, selection, hiring, training, promotion, upgrade, demotion, transfer, layoff, discharge, return from layoff, performance evaluation, rate of pay, other compensation and fringe benefits.

Application Instructions:

To apply please submit:

Interested candidates should submit a cover letter, resume, and the names and contact information for three references via email to:

Melanie Ragin, Ph.D., Director
McNair Scholars Program
mragin@binghamton.edu

Closing Date for Receipt of Applications:
Open Until filled