

TRIO/McNair Scholars Program - Graduate Assistant
Southeast Missouri State University
TRIO and Educational Access Programs

Position:	Graduate Assistant for TRIO/McNair Scholars Program (Department Funded)
Supervisor:	Academic Coordinator, McNair
Major Administrator:	Director of TRIO and Educational Access Programs
Required Qualifications:	Bachelor's degree and acceptance into a graduate program at Southeast Missouri State University
Preferred Qualifications:	Bachelor's degree in psychology, education, or STEM/research-based field; prior experience with or eligibility for TRIO programs; prepared for and completed the Graduate Record Exam (GRE).
Required Skill Sets:	Strong written and verbal communication skills including presentation skills; experience with Microsoft Office and CANVAS; ability to create and analyze reports, maintain confidential information, work cooperatively with colleagues, and establish an effective rapport with students, faculty, and staff.

General Responsibilities: Implements scholarly activities and services designed to inform and prepare program participants for graduate school admission and study. Assists each of the TRIO/McNair Scholars with their program requirements.

Specific Duties:

1. Assists with designing, implementing, and evaluating a continuous recruitment plan for students eligible for the TRIO/McNair Scholars Program;
2. Develop and deliver presentations about graduate school and the TRIO/McNair Scholars Program;
3. Interviews TRIO/McNair Scholar Program applicants;
4. Assists students in the organization, planning, and preparation of application materials for graduate admission, financial aid, and fellowships;
5. Travels with and acts as a chaperone to McNair Scholars at research conferences and graduate school visits;

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6. Assists with planning, implementing, and evaluating the McNair Scholars Program winter and summer research institutes;
7. Updates and promotes the use of the TRIO Facebook, Instagram and other related social media sites;
8. Participates in collaborative initiatives driven by TRIO and Educational Access Programs;
9. Attends bi-weekly individual supervision meetings and staff meetings as scheduled; and
10. Performs other duties as assigned by the Supervisor or Director.

If interested, please complete the application below.

[McNair Scholars Program Graduate Assistant Application](#)