The TRiO McNair Program at Eastern Washington University is currently accepting applications for an experienced leader and student-centered assistant to fill a multifaceted role as our graduate associate for the 2011-2012 academic year.

The nationwide TRiO Ronald E. McNair Post-baccalaureate Achievement Program is funded by Congress through the Department of Education to prepare undergraduates who are first-generation and low-income, and/or from underrepresented backgrounds, for success at the doctoral level. The McNair Scholar Program at Eastern Washington University was first funded in 1995. Eastern’s McNair program supports successful graduate studies by providing opportunities for undergraduates to define their goals, to engage in research and to develop the skills and student/faculty mentor relationships critical to success at the doctoral level. More information may be found at: [www.ewu.edu/Academics/McNair.xml](http://www.ewu.edu/Academics/McNair.xml).

The person accepting the TRiO McNair graduate associate position must be self-motivated and responsible, with excellent oral and written communication skills. He or she will be able to maintain a positive working relationship with McNair scholars, staff, faculty mentors, work-study students and other campus students and employees while fulfilling key office responsibilities. In addition to a having a general knowledge of Word, Excel, PowerPoint, Publisher and Outlook, the candidate must also have a solid understanding of the McNair mission as well as a sincere appreciation for working with underrepresented students.

Key responsibilities include:

- Assisting McNair director and counselor/academic coordinator with office duties such as answering telephones and taking messages; organizing scholar computer lab, front desk area and scholar in-boxes; responding to general program inquiries and program applicant questions in person as well as via telephone and e-mail; posting BlackBoard announcements and maintaining BB course documents
- Collaborating with staff and students to provide Department of Education grant-required services to scholars as needed
- Contacting former scholars when appropriate
- Organizing and maintaining student and office files, ensuring that both electronic and hard copy files are orderly and complete
- Writing newsletter articles for quarterly newsletter
- Assisting in yearly performance reports