**Georgia Southern University McNair Scholars Program Graduate Assistant, Beginning Summer 2018 (2 positions)**

**Position:** The Graduate Assistant for the McNair Scholars Program, in the College of Science and Mathematics at Georgia Southern, will assist the Assistant Director, Faculty Liaison, Faculty Mentors and Instructors with the management and delivery of the McNair Scholars program. The GA will work directly with the McNair participants to collect data and assure compliance with the program objectives.

**Qualifications:** Assistantships are awarded on a competitive basis. Applicants must be enrolled in a graduate program of study (doctoral program preferred in Social Science, Behavioral Science, Education or a related field) at Georgia Southern University by May 2018. Applicants should have strong organizational, communication, time management, interpersonal and leadership skills. Additionally, successful applicants must have a strong commitment to student development.

Successful applicants should also have demonstrated experience working with students from disadvantaged backgrounds and/or experience with mentoring or advising students at the collegiate level. In addition, the McNair graduate assistant should have an understanding of the requirements of the work undergraduate students will need in order to move into a doctoral program. Preference given to candidates with a background in assessment or qualitative and quantitative research methods who can commit to at least a full-year as a GA (May 2018-April 2019)

**Responsibilities:**
1. Creating and editing web-content, maintaining the social media presence of the McNair program
2. Preparing and delivering communications to all McNair staff, faculty and participants
3. Scheduling rooms, planning events, arranging participant travel, general office duties
4. Assisting the Director with paperwork, data collection, data analysis, reporting and follow-up on student participants
5. Assist with the planning, development and delivery of workshops on resume writing, research methods, research data analysis, responsible conduct in research/research ethics and making professional presentations
6. Assist with Editing the McNair Scholars journal
7. Assist participants with locating graduate programs, applying to graduate programs and holding mock interviews with participants
8. Assist participants with locating and applying to conferences to present research
9. Work 20 hours per week
10. Other duties as assigned

Stipend $15,000 for a 12-month appointment and a full tuition waiver. Student is responsible for activity fees, books and mandatory health insurance.

**To Apply:**

Send a letter of application, resume, and list of 3 professional references to: McNair Program Assistant Director, College of Science and Mathematics, PO Box 8044, Statesboro, GA 30460

Questions? Email: dnivens@georgiasouthern.edu