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

Position: Graduate Assistant for TRIO/McNair Scholars Program
(Grant Funded)

Supervisor: Academic Coordinator, McNair Scholars Program

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. Assist 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. Interview TRIO/McNair Scholar Program applicants;

4. Assist students in the organization, planning and preparation of application materials for graduate admission, financial aid and fellowships;

5. Travel with and acts as a chaperone to McNair Scholars at research conferences and graduate school visits;

6. Assist with planning, implementing, and evaluating the McNair Scholars Program winter and summer research institutes;

7. Update and promote the use of the TRIO Facebook, Instagram, LinkedIn and other related social media sites;

8. Participate in collaborative initiatives driven by TRIO and Educational Access Programs;

9. Assists with updating and maintaining the TRIO/McNair CANVAS page.

10. Enter student contacts into the StudentAccess database for appropriate record keeping, including creating and keeping track of all sign-in sheets completed during events and activities.

11. Help maintain and organize files saved in the shared drive.

12. Attend bi-weekly individual supervision meetings and staff meetings as scheduled; and

13. Perform other duties as assigned by Supervisor or Director.