

Student Academic Success Center
McNair Scholars Program – Student Assistant IV
Summer, 2022

Program Description: The University of Colorado Boulder McNair Scholars Program is a federally funded TRIO program designed to prepare undergraduates for doctoral study through research and scholarly activities. The goal of the McNair Scholars Program is to increase the number of doctoral degrees attained by first-generation, low-income and/or underrepresented students (<https://www.colorado.edu/mcnair/>). The program is 100% funded through a grant for the U. S. Department of Education for its operation and the funds are subject to renewal on a five-year grant cycle.

Position: Student Assistant assists with the development, implementation, and coordination of a graduate research program that adheres to the goals and objectives of the McNair Scholars Program and the federal grant. The Graduate Student Assistant will work with program staff to support McNair Scholars with undergraduate research projects, NSF GRFP grant applications, graduate school application process, GRE exam prep, and academic preparation.

Job Responsibilities: Provide writing advising of student research proposals, conference research presentations, and grant proposals. Editing of student personal statements, CVs, and graduate application materials from brainstorming through final editing process. Editing of marketing and programming materials, including newsletter, program website, and social media. Assist staff with presentation and workshop preparation. Assist staff with program recruitment, assessment, mentoring, supporting, and monitoring of program participants. Assist staff with day-to-day program activities. Assist students with submission of scholarly writing for publication. Monitor program participants' academic progress. Provide coaching and advocacy as needed. Plan, coordinate and implement skill development workshops. Data entry and management. Assist program director with implementation of program evaluation plan.

Required Qualifications: A current graduate student at CU Boulder maintaining good standing in either a Master's or a Doctoral degree program, any field, either part-time or full-time.

Preferred Qualifications: Experience working with underserved student populations, including classroom experience with inclusive pedagogy. Experience advising students in drafting research components such as applications for funding, poster creation, IRB submissions, survey creations, and interview questions. Experience drafting grant proposals. Awarded a National Science Foundation Graduate Research Fellowship. Experience drafting student research papers for publication. Experience in data collection and analysis. Experience with Qualtrics or similar software to assist with program evaluation. Strong organization skills and attention to detail. Strong skills and accountability working remotely. Group facilitation and public speaking skills.

Hours: 20-40 hours per week. Flexible hours.

Hiring Hourly Wage Range: \$22 per hour

Benefits: All Undergraduate and Graduate Student Positions are hired as Student Hourly, and are not eligible for tuition remission. Work Study is used, if awarded and available, but not required for hire.

Benefits are limited, but include possible Student Retirement, and Sick Leave that accrues at a rate of 0.034 sick hours per every 1 hour worked. Additional information can be found here: <https://www.cu.edu/employee-services/benefits-wellness/student-employee>

To Apply: Send a letter of interest and resume via attachment to: yvonne.skoretz@[colorado.edu](mailto:yvonne.skoretz@colorado.edu)