



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 11/10/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Assistant Project Director, McNair Program (TRIO)  
Status: Full-time, 35 hours per week, calendar year appointment (may involve evening and/or weekend work as required). Grant funded position, renewable, contingent upon funding.  
Grade: 9  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Project Director, McNair Program (currently vacant)

### **PRIMARY PURPOSE:**

The Assistant Project Director, McNair Program will assist with the development and implementation of all project services, including: Summer Research Internships, Academic Counseling and Advising, Research & Scholarly Activities Opportunities, Academic Instruction, and all educational activities designed to prepare students for doctoral studies. The Assistant Project Director will also assess, monitor, and document student academic and research progress, as well as utilize assessment tools to determine participant strengths and needs. Provide individual advising and support services to McNair scholars throughout their entire undergraduate experience, as well as maintain active communication with project alumni. Maintain regular, consistent, and meaningful contact with students, track student academic progress (GPA and credits completed), facilitate student progress meetings (related to research and degree completion status), and make referrals to other campus offices as needed. Develop and facilitate group meetings that are reflective and responsive to the development of college students interested in pursuing research and a graduate degree.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Assist the Project Director with administering all project services as stated in the Code of Federal Regulations (CFR).
- Coordinate Summer Research Internships with the Assistant Director for Student Support Services to ensure all McNair scholars participate in a high quality, high impact opportunity.
- Maintain required student and program information for the Annual Performance Report (APR), as required by federal grantor.
- Lead the monthly McNair meetings and collaborate with necessary campus and community partners to provide scholars with relevant information about research, graduate school, and careers.
- Assist with the recruitment of eligible McNair program participants, through engaging in recruitment presentations, connecting with faculty, working with the Admission Office, student organizations, and campus advisors.
- Identify student academic and personal needs, work collaboratively with students to develop goals, provide services or make referrals designed to meet student needs, and regularly monitor student progress.

- Conduct individual and group advising meetings with McNair participants. Develop and maintain a comprehensive knowledge of the Rhode Island College general education program, academic requirements, as well as college policies and procedures to support student persistence.
- Develop and maintain a comprehensive knowledge of graduate school admissions procedures, GRE testing and resources, as well as national research presentation opportunities.
- Maintain confidential advising notes for individual students, as well as track GPA, credits attempted, credits completed, and progress towards the completion of General Education Requirements and College Major Requirements.
- Assist students in identifying graduate schools, research presentation opportunities, and summer research opportunities.
- Develop a system of ensuring students are making progress in the research development proposal, and research process.
- Assist the Project Director with administering stipends to students who have successfully completed the research process.
- Serve as consultant to faculty, staff, and student paraprofessionals regarding needs and services for the special populations served by the McNair program.
- Communicate regularly with faculty research mentors to track student progress and support student research efforts.
- Maintain active commitment to continued personal and professional development, as well as advocate for first-generation and low-income students.
- Collaborate and consultant with all other campus offices to provide meaningful and supportive services for McNair students.

Occasional Job Functions:

- Work non-standard hours as needed.
- Perform other duties and responsibilities as assigned by the Project Director, McNair Program.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Master's degree in Education, College Student Personnel, Counseling, or related field.

Experience:

A minimum of two years of experience in similar work settings and with similar populations, as well as professional experience providing support and individual advising to undergraduate student populations.

Skills, Knowledge and Abilities:

- Knowledge, understanding, and sensitivity to issues that concern low income, first-generation students.
- Knowledge of graduate school admissions, the research process, and first-generation college student success preferred.
- Ability to work with an ethnically and racially diverse student population, including those at risk.
- Excellent oral and written communication skills.

- Demonstrated competency in use of contemporary computer software including word processing.
- Ability to work non-stand hours as needed.

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*