



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: McNair Project Director
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: 10
Union Affiliation: PSA@ RIC (Professional Staff Association)
Reports To: Director, Student Support Services

PRIMARY PURPOSE:

The McNair Project Director will direct the day-to-day operations of the McNair Program and ensure the delivery of student services to meet project objectives. This position will make informed recommendations for the program that best meets the needs of students (program development), assist with the recruitment and selection of eligible participants, monitor budget expenses, complete the Annual Performance Report (APR), and maintain all project records. Collaborate with College faculty and staff to plan and deliver workshops and seminars that meet the needs of participants and project objectives.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Supervise and work in close collaboration with the McNair Advisor to develop an advising program, support academic and research project progress, plan graduate school visits, facilitate research presentation travel, stay informed of college research activity, as well as ensure timely assessment and monitoring of participant strengths and needs.
- Develop and maintain effective systems of student support and assistance for promoting academic success of student participants, including advisement, counseling, referrals, research skills, graduate school preparation, and needs-based programming.
- Develop and maintain strong relationships with College Academic Departments, and faculty to support the objective of student participation in research and scholarly activity.
- Plan the summer program and coordinate summer research opportunities with faculty, as well as develop a system for administering program stipends for research internship completion.
- Define recruitment and selection methods for program participants, as well as support all outreach and recruitment efforts. Participate in McNair applicant interviews and selection of students for the program.
- Maintain accurate records on each student participant in compliance with federal regulations.
- Work in collaboration with Institutional Research and Planning to evaluate program success and prepare reports detailing student success indicators.
- Maintain all data required for the APR (Annual Performance Report) and be responsible for the completion of APR.
- Assist in writing material for publication and speaking to appropriate groups to explain the McNair Program.
- Serve as a consultant to program faculty, staff, and student paraprofessionals regarding the needs and service of student served.

- Maintain professional and effective relationships with appropriate faculty and staff.
- Establish and maintain a working relationship with sister institutions that have similar programs to meet the needs of the students.
- Assist with the development and submission of seeking funding from the U.S. Department of Education for future McNair TRIO grants.
- Serve on college committees as necessary.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director, Student Support Services & Vice President for Student Success.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree.

Experience:

- A minimum of three years of experience in a post-secondary setting coordinating student support services for students who identify as first-generation, low-income and/or as underrepresented in higher education; which must include a minimum of two years of experience with program development, record keeping, and data management.
- Administration and/or supervisory experience.
- Demonstrated experience in supporting/mentoring students in areas such as: time management, goal setting, academic/career planning, research, graduate school application process, and GRE test preparation.

Skills, Knowledge and Abilities:

- Demonstrated commitment to continued personal and professional development.
- Ability to foster good working relationships with students, faculty, staff, and members of the community.
- Ability to lead effective programs for first-generation and/or low-income college students.
- Knowledge, understanding, and sensitivity to issues that concern low-income, first-generation students.
- Ability to work with an ethnically and racially diverse student population, including those at risk.
- Excellent organizational, oral, and written communication skills.
- Demonstrated competency in use of contemporary computer software including word processing.
- Ability to work non-standard hours as needed.

PREFERRED (one or more of the following):

- Knowledge of graduate school admissions, the research process, and first-generation college student success.
- Two years' experience with administering TRIO programs or other higher educational programs which serve low-income, first-generation students.

- Experience in evaluating program and student success using quantitative and qualitative data; similar populations in some combination of education, counseling, and diagnostic testing.
- Bilingual in English / Spanish (fluent in speaking and writing).

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