

Sul Ross State University

Position Description

Official Title: McNair Project Director

Job Code: 1621

Salary Group: Unclassified

Summary

Function: To serve as the administrative head of the Ronald E. McNair Post Baccalaureate Achievement. This is a Department of Education TRIO Grant program.

Scope: Post baccalaureate preparation for eligible SRSU students.

Duties

Essential: Conduct informational presentations; prepare press releases to target area media outlets; prepare promotional materials; with project staff, develop and implement all services to meet the Project objectives; administer annual budget; hire, train, supervise and evaluate staff; serve as liaison to departments, administrators, and community agencies; meet individually and in groups with participants on a regular basis to provide information and assistance supporting successful academic progress and post-baccalaureate entry and completion; assist participants with exploration, goal setting, planning, and follow through; monitor participant progress; prepare Annual Progress and Performance Reports; ensure accurate and complete data is maintained, compiled, and reports generated; supervise the maintenance of accurate data to generate scheduled reports and to evaluate the performance of participants and the attainment of Project objectives; oversee the recruitment and selection of Project participants; implement a coordinated approach among components in assessing participants' needs, delivering services, and monitoring participant's progress; plan and coordinate graduate school visitations, workshops, events, and summer internships for participants; track academic and career accomplishments of participants; prepare and distribute semi-annual Sul Ross McNair Project newsletter to Sul Ross administration, faculty and staff, participants, local media sources, and on the Sul Ross McNair website. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports to Associate Vice President for Enrollment Management

Given: Supervises Secretary and Mentors

Education

Required: Master's Degree in Higher Education or a related field

Preferred: Ph.D

Experience

Required: Three years experience in higher education; at least one year's experience in higher education administration, including budget, data and personnel management; demonstrated sensitivity to the needs of disadvantaged students; demonstrated ability to communicate with people from diverse backgrounds

Preferred: Experience with research/scholarly activities and/or graduate admissions; knowledge of TRIO programs or a TRIO alumnus; bilingual in Spanish/English; knowledge of McNair Projects; background similar to those of the target population.

Equipment/Skills

Required: Strong communication and organizational skills; freedom from racial/ethnic biases; ability to maintain flexible schedule, including evening and weekend work; knowledge of personal and instructional computing applications

Preferred:

Working Conditions

Usual: Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: October, 2007