Sul Ross State University Position Description

Official Title: Academic Coordinator /McNair   **Salary Group**: Classified (11)
Job Code: 3246

Summary
- Function: Support Coordinate and/or supervise participants' services and project events for academic success, graduate school preparation and enrollment, McNair Grant

Scope: Performs varied tasks relating services and project events for academic success, relieves administrator of units of work; and provides skilled assistance to support achievement of project goals and objectives.

Duties
- Coordinate and/or supervise participants' services and project events for academic success, graduate school preparation and enrollment
- Assist project director with the recruitment, selection and monitoring of participants
- Coordinate initial needs assessments and provide academic counseling and service referrals as needed
- Assist participants with research and graduate school application needs
- Maintain accurate, up-to-date participants' files and database records, including documentation of eligibility, academic records, contracts, exit information, follow-up information, etc.
- Maintain accurate office records
- Coordinate conference travel for participants
- Compile data for reports and evaluation and assist project director with evaluation plan and in preparing reports for Sul Ross, interested communities, and Department of Education
- Work with the project director to maintain the website, social media and alumni tracking system
- Other duties as assigned

  Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision
Received: Project Director MCNair

Given: None required

Education
Required: Bachelor's Degree

Preferred: Masters Degree

Experience
Required: At least one year of experience in higher education, program planning, academic or financial advising, instructional experience or government reporting

Preferred: Knowledge of McNair Program
- Demonstrate ability to maintain database
- Background similar to that of participants

Equipment/Skills

Required: Experience with data tracking collection/tracking. Demonstrated computer expertise; proficient in word processing and Excel as well as some Access

Preferred: Demonstrate ability to maintain database

Working Conditions
Usual: Office conditions; standard hours. Occasional evening or Saturday hours may be required. Position is Security Sensitive.

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

Revised: 09/19/2017