



## JOB DESCRIPTION

**TITLE: McNair Program Coordinator**

**DATE PREPARED:** July, 2019

**COLLEGE/SCHOOL/DEPT:** College of Arts and Sciences (CAS)

**FLSA:** Term Rank (10.5 month)

**REPORTS TO:** McNair Program Director

**Salary:** \$63,199

### POSITION SUMMARY:

The McNair Program Coordinator is responsible for successful execution of DOE funded Ronald E. McNair Post-baccalaureate Achievement Program at Heritage University. The coordinator work closely with a director of McNair program. The responsibility include but not limited to; 1) coordinate and conduct all McNair related activities, 2) provide necessary support and mentoring for McNair scholars, 3) teach McNair mandate courses 4) assist maintaining various laboratory instruments used by McNair scholars, 5) teach undergraduate STEM courses when necessary, 6) accompany McNair scholars on graduate school visits. The coordinator also facilitates meaningful learning of course and program outcomes through student-centered instruction aligned to needs of the graduate program admissions. S/He encourages a culture of learning that values mutual responsibility and respect, life-long learning and professional ethics.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represent Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Handle confidential information with tact, discretion and in compliance with FERPA regulations.
4. Monitor the quality of the scholars' research projects and provide guidance as needed.
5. Schedule and conduct program activities including but not limited to various campus visits, conference attendance, inviting the guest speakers, etc.
6. Teach McNair courses: MCN 303.0 GRE Prep, MCN 303.1 Research Methods, and MCN 303.2 Graduation Prep as well as mentor and address Scholars' academic deficiencies.
7. Collaborate with the Leadership Alliance, Mellon, SSS, NSF-REU, NSF-HSI CREST, and CAMP staff to inform scholars about research and other opportunities.
8. Assist the McNair Program Director in assessing the Program's effectiveness and in completing the Annual Performance Report (APR) as directed.
9. Collaborate with the financial aid and career services offices, and regional major research universities to provide McNair scholars with assistance in applying to graduate school.
10. Ability to teach some science courses such as biology, biochemistry, general chemistry, ecology, environmental sciences, GIS as needed. Preferred background: biochemistry and/or biogeochemistry.
11. Assist with maintaining various laboratory equipment in good working condition including GC, AA, and Discrete Analyzer which might be used by McNair Scholars.
12. Hold office hours in Toppenish campus.
13. Write grants to support the program development.
14. Serve on collaborative work teams with faculty, staff, and administration to enhance campus and regional program development.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Use Student Access-McNair software to record and document meetings with McNair Scholars, update the Program database, and check inventory items in and out to Scholars.
2. Performs other functions as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- A. Minimum of Master in Sciences related degree from accredited institution; Ph.D. degree is preferred.
- B. Strong commitment and evidence of teaching excellence at the college/university level. Experience and expertise in instructional strategies for English language learners desired. Bilingual candidate preferred.
- C. Evidence of a strong commitment to mentoring, and working with undergraduate students from diverse backgrounds.
- D. Demonstrated expertise in teaching and commitment to community engagement and student leadership activities.
- E. Working knowledge of various scientific methods, equipment and techniques typically applied in undergraduate research.
- F. Excellent written, verbal, and interpersonal communication skills.
- G. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.
- H. Demonstrated skill in using technology as a management, assessment, and teaching tool.
- I. Experience in writing grants to secure external funding preferred.
- J. Initiative, commitment to accomplishment, adaptability, and sensitivity to program and candidate needs.
- K. Personal transportation and willingness to travel for campus visits, field trips, conferences, and trainings.

**APPLICATION INFORMATION AND DEADLINE** Applications should include the following:

- Cover Letter
- Resume
- List of References (names, addresses & phone numbers of 3-5 current professional references).
- HU Employment Application    LINK: HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or Heritage University Office of Human Resources  
3240 Fort Road Toppenish, WA 98948

*Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.*