

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to and under general direction of the Senior Director of the Office of Research and Sponsored Programs (ORSP), with additional lead work direction from the Director of the McNair Scholars Program (Director), the McNair Research Coordinator performs complex Student Services professional work characterized by independent student advisement, guidance, and provides academic support services to McNair Research program participants. The incumbent coordinates distinct program components or special programs; participates in the planning and execution of a variety of instructional activities; and provides resources and training that help program-eligible students from underrepresented groups apply for and gain acceptance to graduate programs.

**Major Duties:** Major duties of the position include, but are not limited to, the following:

- Advisement & Academic Support:
  - Advise participants on preparing for and gaining acceptance to graduate school programs in various disciplines.
  - Advise participants on locating and applying to research internships and/or other internships that will help them prepare for and become stronger applicants to graduate school programs.
  - Advise participants on locating and applying for undergraduate and graduate level fellowships and scholarships.
  - Provide tutoring for students on various writing tasks, including research projects and graduate school application materials.
  - Provide individual screening, assessment, and on-going monitoring of the graduate school preparation of program participants.
  - Provide individualized advising to program participants to overcome specifically identified barriers to graduate school acceptance.
- Monitor and document the progress of program participants through the completion of a unique research project, including coordination with faculty mentors.
- Develop and cultivate relationships with SSU faculty across all disciplines to facilitate opportunities for McNair Scholars to conduct research under the guidance of McNair Faculty Mentors.
- Research and stay up to date on current graduate school admissions processes, internships, and fellowships.
- Work with the Director in planning the future direction of the program and designing new subprograms and activities by recognizing specific program needs and developing approaches for possible implementation.
- Design and implement curriculum to assist participants in preparing for and gaining acceptance to graduate schools.
- Create and conduct non-credit bearing program workshops, in coordination with the Director.
- Make appropriate campus-wide referrals to other student support units, including, but are not limited to, the Louis Stokes Alliance for Minority Participants (LSAMP), the Mathematics, Engineering, and Science Achievement program (MESA), and the Learning and Academic Resource Center (LARC).
- Provide professional guidance, including referrals to university units regarding professional and graduate school objectives.
- Assist in recruiting and interviewing program participants and screening participants for eligibility.
- Maintain accurate student records and follow data collection procedures in compliance with U.S. Department of Education and TRIO regulations.

- Assist the Director with data collection and submission of the Annual Performance Report to the U.S. Department of Education.
- Assist the Director with development of the program budget and assist with monitoring of expenses.
- Assist in the editing and publishing of an annual journal of participant research articles.
- Maintain program newsletter, website, and social media content.
- Serve as a Campus Coordinator for the California Forum for Diversity in Graduate Education, working closely with other programs on campus who also serve underrepresented students to promote the event, monitor campus registration numbers, and arrange for student transportation to and from the event.
- Provide application support to McNair Scholars who are applying for the CA Pre-doctoral Program.

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

**Minimum Qualifications:** This McNair Scholars grant requires the incumbent to possess a master's degree in an academic discipline within the sciences, social sciences, or humanities. In addition, the incumbent should possess experience with counseling techniques, interviewing and conflict resolution, possession of these knowledge and abilities is typically demonstrated through the equivalent of three years of progressively responsible professional student services work experience. One year of experience working with low-income, first-generation, and/or underrepresented minority students is preferred. Experience coordinating academic programs or subprograms and event coordination is preferred. Intermediate proficiency with computers, Google Suite and Microsoft Office Suite (Word, Excel) required. Knowledge of publishing software and PeopleSoft preferred.

In addition, the following knowledge and abilities are required:

- Thorough knowledge of the principles of individual and group behavior.
- General knowledge of the principles, practices and trends of the Student Services field in general.
- General knowledge of the policies, procedures and practices in regards to working with diverse college students.
- General knowledge of individual counseling techniques.
- General knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities of the campus.
- Working knowledge of student services programs outside the program to which immediately assigned.
- Ability to analyze complex situations accurately and adopt effective courses of action.
- Ability to advise students individually and in groups on complex student-related matters.
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of a sensitive nature.
- Ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.

- Ability to perform assessments of participants' preparedness to apply and gain acceptance to graduate school programs.
- Ability to carry out a variety of professionally complex assignments without detailed instructions.
- Ability to handle a broad range of interpersonal contacts, including those of a sensitive nature, to maintain confidentiality.
- Ability to create a work environment that accepts and encourages diversity.
- Ability to manage multiple tasks and assignments independently, work collaboratively, and exercise good professional judgment.
- Possess excellent oral and written communication skills.
- Ability to effectively communicate with all levels within the university, including people from diverse backgrounds and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents.
- Ability to accept constructive feedback and work cooperatively in group situations.
- Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.