POSITION ANNOUNCEMENT

TITLE: GRADUATE STUDENT ASSISTANT
DEPARTMENT: STUDENT AFFAIRS – MCNAIR SCHOLARS
REPORTS TO: PROGRAM DIRECTOR
HOURS: PART-TIME 20 HOURS PER WEEK
SALARY: $12.00 - $16.00 / PER-HOUR
FLSA STATUS: NON-EXEMPT

*Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding.

POSITION SUMMARY:
Under the direction of the Program Director, the Graduate Assistant will provide program, administrative and clerical support to ensure that program goals and objectives are met. McNair Scholars aims to cultivate the next generation of professionals with doctoral degrees who come from first-generation, low-income, and/or underrepresented backgrounds. The program mentors Cal State Fullerton undergraduate students to prepare and progress onto graduate programs until they complete a doctoral degree.

ESSENTIAL FUNCTIONS:
• Assist McNair staff with maintaining Scholar files, program files, and grant documents.
• Develop, implement, and maintain the McNair database.
• Input all program performance and compliance data into the McNair database, and generate reports.
• With the assistance of the Project Director, develop McNair brochures, fliers, announcements, and all other public relations media materials.
• Under the direction of the Project Director, coordinate the Graduate School Tour, San Jose Boot Camp, Scholar travel, and program events.
• Compose and type correspondence at the direction of McNair staff. Communicate via e-mail, and in person with McNair Scholars to provide them with information about program activities, research opportunities, and grant related information.
• Perform computations and posting to statistical records and other records needed to generate necessary monthly, semester, and annual reports.
• Under the direction of the Project Director, maintain the project budgetary ledgers.
• Perform receptionist duties, answer telephones, make appointments, route visitors and students, secure and disburse appropriate University information in response to questions, and other general office duties.
• Other duties as assigned.

MINIMUM QUALIFICATIONS:
• Have strong computer skills, including strong ability for Microsoft Office (Word, Excel, Power Point), campus programs (titanium) internet research, and other office programs.
• Have strong writing ability.
• Understanding of the graduate school environment and applying to graduate school.
- Two years’ experience working with low income, first generation, and underrepresented students required; in higher education preferred.

**EDUCATION:**
B.A/B.S. required and must be enrolled as a graduate student.

**PHYSICAL DEMANDS:**
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

**APPLICATION PROCEDURE:**
To be considered an applicant; you **must** apply through our online applicant portal found on the following site:

http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

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