Position Title: Academic Coordinator - Ronald E. McNair Postbaccalaureate Achievement Program (McNair Scholars Program)
Work Schedule: 12-month, full-time exempt
Reports to: Director of McNair Scholars Program

Duties include, but are not limited to:

- Tracks and analyzes program data, including ongoing historical data entry and verification, and prepares information for the McNair Annual Performance Report and other requested data reports for reporting to the United States Department of Education.
- Plans and executes events for the program, such as graduate school fairs, group travel, etc.
- Develop, interpret, and implement program policy related to the Academic Coordinator position and day-to-day program needs, including maintaining position and program procedure manuals.
- Manages the program's day-to-day accounting processes, including broad discretion related to account reconciliation, processing budget payment forms, providing program budget reports, and strategic decision-making to align with and comply with university and federal grant guidelines. It also includes purchasing for travel, research supplies, etc.
- Meets regularly with identified scholars for up to 10 years for Academic Counseling and program advising, including research guidance and assistance, coordinating tutoring, and Program resources for scholars. Develops policies with input from the Director regarding appropriate curriculum scheduling that align with the Graduate application process, which may include application and completion of a Ph.D., Ed.D., or another terminal degree.
- Occasional travel with scholars, as needed, including weekend, overnight/out-of-state travel and assistance with making arrangements, guidance regarding conference session selection, networking with potential academic leadership from other colleges and universities, identifying possible future educational programs represented at the conference, etc.
- Participates in professional onboarding development in advising and other appropriate topics.
- Supervise the day-to-day duties of student employees for the program.
- Other duties as assigned.
- Due to the collaborative nature of the team and the need for direct scholar interaction, in-person attendance is an essential function of this position.

Minimum requirements:

- Some graduate-level work or related research experience is required, including knowledge of the graduate school application, postbaccalaureate process, standards, and expectations.
- Experience working with TRIO-eligible students, preferably in a higher education setting.
- Experience in data entry, tracking, and analysis related to learning outcomes and databases for student achievement, retention, and graduation.
- Experience with accounting practices, such as maintaining records, electronic entry, account reconciliation, spending, and reporting.
- Experience developing advertising and recruitment materials and events, social media interaction, and basic digital photography skills.
- Valid driver's license with the ability to travel as required.

Physical Requirements:

- **Prolonged Sitting:** The ability to remain in a stationary position for **75-90%** of the work day.
- **Manual Dexterity:** The "fine motor skills" required to operate a computer, mouse, and phone, or to handle paper files and office equipment.
- **Visual Acuity:** The ability to see and read a computer screen for extended periods
- **Sedentary/Light Lifting:** The ability to lift up to **15 lbs**.
- **Reaching & Bending:** Occasionally needing to reach above head level or bend down to access low filing cabinets or plug in computer cables.
- **Noise Levels:** The ability to work in an environment with moderate noise (phones ringing, printers, "open office" chatter).

The requirements listed above (minimum and physical) are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

- Master's degree preferred; experience with TRIO, student information systems, budgeting, and advising.
- Strong communication, attention to detail, organizational, and record-keeping skills are required.
- Experience with Student Access Database and Quicken software is strongly preferred.
- Ability to understand and react appropriately to requests from various constituencies, such as students, prospective students, staff, faculty, and the public.

Interested individuals should submit a cover letter, resume, job application (AC Application), and salary requirements to Trevor Willis, at twillis@adrian.edu.

Applications will be accepted and reviewed until the position is filled

Adrian College is an Equal Employment Opportunity Employer. If offered a position, the finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

A private, co-educational college of liberal arts and sciences related to the United Methodist Church, Adrian College is a traditional four-year residential institution offering a focused undergraduate and graduate education. The College offers a multitude of majors and pre-professional programs including certifications, approximately 50 athletic teams, and multiple institutes dedicated to a diverse and personalized approach to education. Adrian College features state-of-the-art facilities, small class sizes and an innovative approach to the academic and personal growth of its students.

U.S. News & World Report has recognized and ranked Adrian College as a 'Best Regional College for Undergraduate Teaching' and 'Most Innovative'. Adrian also received accolades as a "Best Value" school. The College landed on the list of Best Value schools in the Midwest region for multiple years running and has also been recognized as having 'A Focus on Student Success'; a new section in college rankings. Adrian College is located in Southeast Michigan, about 45 minutes from Ann Arbor and Toledo.