

April 22, 2008

Greetings:

This letter will be of interest to graduate students who are currently seeking employment for the 2008-2009 academic year. The Early Identification Program (EIP)/McNair Program in the Office of Minority Affairs/Diversity is now accepting applications for a Graduate Student Advisor position. The appointment will begin in or around September 22, 2008 and continue through the end of the academic year, June 15, 2009.

EIP provides services designed to give undergraduate students a competitive advantage when applying to graduate schools. This program was formed in 1985 to encourage undergraduate students to enter graduate programs and assist them with the application process. Although EIP offers assistance and support to all qualifying students who are considering graduate and professional careers, the program places special emphasis on encouraging underrepresented and educationally/economically disadvantaged students to pursue the doctoral degree.

The McNair Program prepares low-income, first generation undergraduates and undergraduates from underrepresented groups for doctoral study. In 1999, the University of Washington received funding for this program from the U.S. Department of Education. The goal of the program is to increase the representation of economically and educationally disadvantaged groups in academic and research positions. The program accepts 25 students per year as McNair Scholars.

Graduate Student Advisors' responsibilities include: (1) meeting regularly with undergraduate students, (2) assisting with the coordination and implementation of our joint spring quarter research conference (scheduled this year for May 2<sup>nd</sup>-3<sup>rd</sup>) (see: <http://depts.washington.edu/uwmcnair/conference.htm>), and (3) helping guide students through the graduate/professional school application process. In addition to meeting with EIP and McNair students, Graduate Advisors also assist the Director, Associate Director, and Program Coordinator with other administrative duties, including the planning of program events, outreach efforts and recruitment, program evaluation, database management, and e-mail and web page development and updates.

Applicants must: (a) be currently enrolled in a graduate program at the University of Washington, (b) have significant teaching, mentoring, or advising experiences in college or university settings, (c) have a demonstrated commitment to working with underrepresented and educationally/economically disadvantaged students, (d) display strong writing and public speaking skills, and (e) possess strong computer and technical skills (i.e., familiarity with Microsoft Word, Excel, Access, PowerPoint, Publisher, Page Maker/InDesign, Pine e-mail platform, and HTML/Front Page).

We give priority consideration to graduate students enrolled in Ph.D. programs. While we welcome applicants from any discipline, we especially encourage students who are enrolled in STEM-related programs (e.g., Biology, Biochemistry, Engineering, Psychology, Public Health, etc.) or who possess an undergraduate background in these areas to apply. The position requires a year commitment, and compensation will be at the 50% FTE rate, ranging between \$1,451-\$1,676 per month. This pay scale reflects the 2007-08 regular Graduate Student Services Appointment Salary Schedule (<http://www.grad.washington.edu/fellow/salarieschedule.htm>), and may adjust (change) with the upcoming collective bargain contract. This job classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit: <http://www.grad.washington.edu/perc/grad-employee-action.htm>.

If you are interested in applying for this position, please submit your curriculum vitae and a letter describing your interest in the position as well as any relevant experiences via email ([uwmcnair@u.washington.edu](mailto:uwmcnair@u.washington.edu)). The University of Washington is an equal opportunity employer. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450/206.543.6452 (tty) or [dso@u.washington.edu](mailto:dso@u.washington.edu).

**All application materials must be received in the EIP/McNair offices no later than Thursday, May 9<sup>th</sup>, by 11:59pm that same day via email ([uwmcnair@u.washington.edu](mailto:uwmcnair@u.washington.edu)). Applicants should be available for an interview between May 12<sup>th</sup> – May 16<sup>th</sup>, if at all possible.**

If you have any questions, please feel free to call us at (206) 543-6460 or via email at [uwmcnair@u.washington.edu](mailto:uwmcnair@u.washington.edu).

Sincerely,

*Gabriel E. Gallardo, Ph.D.*  
Director, McNair & EIP

*Gene Kim, Ph.D.*  
Associate Director, McNair & EIP

*Rosa E. Ramirez*  
Program Coordinator, McNair & EIP

# Position Description

## Graduate Student Advisor

*Early Identification Program for Graduate & Professional Study  
and Ronald E. McNair Postbaccalaureate Achievement Program*  
Office of Minority Affairs/Diversity  
University of Washington

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### ***Overview of Program Philosophy***

The Early Identification Program for Graduate & Professional Study (EIP) was established in 1985 by the Office of Minority Affairs/Diversity. The long-range goal of the program is to help address the paucity of qualified minority, first generation and economically disadvantaged applicants to faculty positions in American colleges and universities. The philosophy of the program is that this goal can be met by providing undergraduates who aspire to graduate or professional school with the level of guidance, resources, opportunities, and information necessary to make informed choices regarding their professional goals and the variety of post-baccalaureate options available to meet those goals.

The McNair Program accepts twenty-five undergraduates per year. Students accepted into McNair must be low-income and first-generation or from an underrepresented group, and they must intend to pursue a PhD. The McNair Program provides guidance, research opportunities, and services to prepare undergraduates for doctoral study. In 1999, The University of Washington received funding for this program from the Department of Education. Named for Challenger astronaut Dr. Ronald E. McNair, the program's goal is to increase the representation of economically and educationally disadvantaged groups in academic and research positions.

### ***Program Function and Staffing Structure***

Together with the Directors of the two programs and the Program Coordinator, the staff maintains ongoing counseling relationships with over 200 students, builds and maintains professional relationships with faculty, interacts with numerous other programs and services both on and off campus, develops programs and seminars to meet students' needs, identifies scholarship and fellowship opportunities, maintains detailed information regarding internship opportunities, maintains an extensive library of information about graduate and professional school programs, and provides opportunities for students to engage in and present original research.

In addition to an Associate Director and Program Coordinator, the staff of EIP/McNair is usually composed of three Graduate Student Advisors (regular UW Research Assistant appointments, one funded by the GO-MAP office of the Graduate School, one funded by the Office of Minority Affairs/Diversity, and one funded by the McNair Program).

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The University of Washington is an equal opportunity employer.

### **Working under the guidance of the Director, Associate Director, and Program Coordinator, Graduate Student Advisors (GSAs) assume the following minimum responsibilities:**

- Meet (and follow-up) regularly with students to discuss their plans and options for graduate study
- Work as part of a team planning and implementing Workshops, Seminars, and Programs
- Assume responsibility for advising students in areas of study that may be outside the GSA's own area of specialty
- Establish contacts with programs (including their faculty and program assistants) in the areas of study for which the GSA is responsible
- Assist Director in program assessment and evaluation activities
- Establish and maintain UW campus contacts in the areas of study for which the GSA is responsible
- Connect students with UW faculty or graduate students when appropriate
- Maintain the highest ethical and professional standards when working with students—these are outlined in GSA training
- Serve as representative of programs to outside constituents when necessary
- Assist Director, Associate Director, and Program Coordinator in the organization and implementation of outreach and recruitment efforts

- Participate in selection committees for EIP- and McNair-sponsored scholarships, as well as hiring
- Attend bi-monthly staff meetings
- Routinely update electronic information systems which include webpage, listserv, MS Excel, MS Access Database, and catalyst survey information for the Annual Report.
- Be available for work up to 19.5 hours per week
- Perform clerical duties assigned by the Associate Director and Program Coordinator
- Assist in preparation and teaching senior and sophomore seminars
- Other duties as assigned by Director, Associate Director, and Program Coordinator

**Graduate Advisors should, minimally, have the following qualifications:**

- Active matriculation in a UW graduate or professional degree program, Ph.D. or other doctorate preferred
- Demonstrated experience working with undergraduates in a counseling or advising setting
- Demonstrated experience with graduate/professional school admissions structures
- Experience or desire to train in basic data entry, analysis
- Experience working as part of a team on the planning and implementation of events and programs
- A broad knowledge of the numerous requirements for various graduate and professional programs and internships available to students, and a demonstrated ability to secure such knowledge
- Extensive experience teaching undergraduates, and in particular, working with minority and/or economically-disadvantaged students in a college setting
- Demonstrated commitment to the success of minority and/or economically disadvantaged college students
- Experience working with faculty in a research university
- Strong verbal communication skills
- Superior writing skills
- Superior office skills (including computer knowledge), especially thorough knowledge or the strong desire to train in basic data/statistical analysis, query, and entry via MS Access and Excel\*

\* Candidates who are granted an interview will be asked to demonstrate their data skills in front of the computer during the interview.

**Salary:**

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**How to Apply:**

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**All application materials must be received in the EIP/McNair offices (384 Schmitz Hall) no later than Friday, May 9<sup>th</sup>, by 11:59pm that same day via email ([uwmcnair@u.washington.edu](mailto:uwmcnair@u.washington.edu))). Applicants should be available for an interview between May 12<sup>th</sup> – May 16<sup>th</sup>, if at all possible.**

**Application inquiries may be made with:**

If you have any questions, please feel free to call us at (206) 685-3643 or via email at [uwmcnair@u.washington.edu](mailto:uwmcnair@u.washington.edu).

**Notes:**

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<http://www.washington.edu/admin/hr/jobs/apl/union-info.html>

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