

BLOOMFIELD COLLEGE  
McNair Post Baccalaureate Achievement Program

*PROGRAM ASSOCIATE*  
POSITION DESCRIPTION

Title:	Program Associate (10 month administrative appointment)
Reports to:	Dr. Anthony Salandy, McNair Scholars Program Director
Department:	McNair Post Baccalaureate Achievement Program
Salary range	As indicated in the grant proposal
Hours:	Late morning to late evening
Credentials needed	Masters degree in the social sciences or STEM disciplines
Experience needed:	<p>Minimum of three years' experience:</p> <ul style="list-style-type: none"> <li>• Advising, counseling, and preparing students for graduate school admissions;</li> <li>• Teaching, counseling and/or working with undergraduates similar to those of the McNair population (i.e., low-income, first generation, or ethnic minority students).</li> </ul>
Other qualifications:	<ul style="list-style-type: none"> <li>• Demonstrated experience working with undergraduates in a counseling or advising setting preferably at a college or university;</li> <li>• Demonstrated experience with graduate/professional school admissions structures;</li> <li>• Experience or desire to train in basic data entry and analysis;</li> <li>• Experience working as part of a team on the planning and implementation of events and programs;</li> <li>• A broad knowledge of the numerous requirements for various graduate and professional programs, summer research programs, and internships available to students, and a demonstrated ability to secure such knowledge;</li> <li>• Demonstrated commitment to the success of minority and/or economically disadvantaged college students;</li> <li>• Experience working with faculty in a research university;</li> <li>• Strong verbal communication skills;</li> <li>• Superior presentation skills;</li> <li>• Must have excellent response time and accuracy in task assigned;</li> <li>• Superior writing skills;</li> <li>• 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 and Naviance Succeed.</li> </ul>

Responsibilities	<ul style="list-style-type: none"> <li>• Meet (and follow-up) regularly with students to discuss their plans and options for graduate study;</li> <li>• Execute planning and implementing Workshops, Seminars, and Programs as directed by the Director;</li> <li>• Assume responsibility for advising students in all areas of study;</li> <li>• Establish contacts with programs (including their faculty and program assistants) in all areas of study;</li> <li>• Report to Director in program assessment and evaluation activities;</li> <li>• Establish and maintain Bloomfield campus contacts as well as contacts at other universities in all areas of study;</li> <li>• Connect students with Bloomfield faculty as well as faculty at other universities when appropriate;</li> <li>• Maintain the highest ethical and professional standards when working with students;</li> <li>• Serve as representative of the McNair Scholars Programs to outside constituents when necessary;</li> <li>• Assist Director in the organization and implementation of outreach and recruitment efforts;</li> <li>• Participate in selection committees for the McNair Scholars Program;</li> <li>• Routinely update electronic information systems which include webpage, listserve, MS Excel, MS Access Database, and Naviance Succeed (student management database);</li> <li>• Perform clerical duties assigned by the Director;</li> <li>• Assist in preparing and teaching seminars;</li> <li>• Execute other duties as assigned by Director;</li> <li>• Must be able to execute orders from Directors and Program Coordinator;</li> <li>• Must not have problem with “top-down” management;</li> <li>• Performs other duties deemed necessary by the Director to ensure the smooth operation of the program.</li> </ul>
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CONTACT INFORMATION: Interested candidates should address her/his letter of interest, resume or c.v. and the names, affiliations, addresses and telephone numbers of three professional references to: McNair Scholars Program Search Committee by one of the following methods (NO PHONE CALLS, PLEASE):

1) E-mail: Applications may be sent electronically to: [anthony\\_salandy@bloomfield.edu](mailto:anthony_salandy@bloomfield.edu) or [mcnair@bloomfield.edu](mailto:mcnair@bloomfield.edu)

2) Regular mail: McNair Scholars Program, Program Associate Search Committee  
c/o Dr. Anthony Salandy, Director  
Bloomfield College,  
467 Franklin Street  
Bloomfield, NJ 07003

3) FAX: McNair Scholars Program, Program Associate Search Committee  
Bloomfield College  
FAX # 973-743-3998

Applications will be accepted until the position is filled. Bloomfield College is an AA/EO Employer.