The Ronald E. McNair Post Baccalaureate Achievement Program is designed to prepare undergraduate students for effective preparation for doctoral study. One of the principle purposes of the program is to increase the number of professors from traditionally underrepresented populations.

**General Qualifications:**
- Knowledge of databases, organization, filing and mailing ability
- Superb interpersonal communication skills and a commitment to customer service
- Ability to demonstrate accuracy, knowledge, and understanding of tasks

**Undergraduate Qualifications:**
- Must be enrolled as a student at NDSU
- Freshman and Sophomores are encouraged to apply

**Expectations of office assistant include:**
- Maintain confidentiality
- Be able to work a minimum of 10 hours up to 20 hours a week

**Compensation:**
$9.00 an hour

**Submit completed application and resume to:**
Anna Sheppard, Director of McNair Scholars Program
TRIO Office, Ceres 335
Anna.Sheppard@ndsu.edu

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veteran status, sexual orientation, marital status, or public assistance. Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 205 Old Main, (701)231-7708
McNair Office Assistant Application

Name: ______________________________________________                  Student ID: ____________________

Local Address: _____________________________________________________________________________

NDSU Email: _____________________________ Local Phone: ___________________ Cell: _________________

Academic Major/ Grad Program: ___________________________ Academic Minor: ______________________

Current GPA (cumulative): _________________              Anticipated Graduation Date: ________________

What is your status at NDSU?         ☐ Undergraduate Student       ☐ Graduate Student
Are you eligible for work study?      ☐ Yes      ☐ No      ☐ Unsure

Please write legibly in the space provided, if more space is needed please attach a separate piece of paper:

1. Why are you interested in the McNair Office Assistant Position?

2. What other commitments do you have during the semester?

3. What are your plans for summer 2016?

Return completed application to TRIO, Ceres 335

Signature: _________________________________________________________ Date: ______________________