

McNair GSR Instructor (Quantitative Reasoning)

Position: Graduate Research Assistant (GSR 25%)

Program Description: The McNair Scholars program provides a system of integrated services to help underrepresented, first generation, and low-income undergraduate scholars develop academic, research, and communication skills. The program offers seminars on topics such as: How to Apply to Graduate School, How to Choose a Graduate School, How to Write a Successful Grant Application, GRE Preparation, and How to Write a Personal Statement.

Position Summary: The responsibilities of this position are three-fold and consist of teaching a weekly seminar, advising, and helping to coordinate various aspects of the McNair program, including collaborating with McNair Program staff and other GSRs, holding weekly office hours, and attending staff meetings.

As a seminar instructor: GRE Quantitative Reasoning instructor. Responsible for preparing undergraduate participants in the McNair Scholars Program for the “Quantitative Reasoning” section of the Graduate Record Exam. Specific responsibilities include:

- preparing and proctoring several practice examinations to gauge student readiness and progress;
- developing and implementing a year-long seminar of one hour per week dedicated to reviewing all essential mathematics skills for the GRE;
- providing supplemental instruction to McNair Scholars as needed;
- introducing test-taking practices and strategies to reduce anxiety;
- share in coordinating a two-week summer intensive GRE preparation workshop dedicated to honing GRE preparation and test-taking skills; and
- assisting McNair Scholars with other test- and math-related questions and proctoring.

As a coordinator: The GSR provides assistance with proofreading statements and presentations, and assists in other logistical and programmatic matters.

As an advisor: The GSR assists students with vital information for their graduate school application process, aids in their graduate school choices, and helps students enhance their qualifications to gain direct entry into a PhD program upon graduation from UC Davis. Consults with students regarding academic and personal life challenges.

Minimum Qualifications: Experience teaching students across disciplines (STEM and SSH). Proficiency in community building, test-taking skills, managing test anxiety and GRE general test preparation. Familiarity with academic and social challenges that confront underrepresented, first generation, and low-income students. Knowledge of graduate school admission requirements and how to research graduate programs across the country. Strong computer skills, including Word, Excel, PowerPoint, and proficiency in collaboration platforms such as Google docs, Box, and Doodle.

To apply: email cover letter and CV to mcnairstaff@ucdavis.edu