

Role: McNair Fellow
Reports to: McNair Center Director

**Department: McNair Center for
Entrepreneurship and Free Enterprise**
Compensation: \$2,000 Stipend Per Semester

Summary of Role:

The McNair Fellow will be the student liaison to the McNair Center for Entrepreneurship and Free Enterprise at Houston Christian University. One of the Center's main goals is to establish student-driven value propositions in each of the colleges at the university. The McNair Fellow will be essential in providing a student's perspective in the process of developing programs for HCU students. Additionally, this student will promote the Center amongst students, faculty and industry partners for the continued betterment of the Center and its programs. While serving the center, the Fellow will also be supported in their personal goals through mentorship and direct access to experienced businesspersons.

Duties/Responsibilities:

- Promote the center through social media including but not limited to re-sharing the Center's posts and tagging both the center and the University's Official social media platforms.
- Promote the Center through on-campus interactions, including but not limited to recruitment events (Welcome Days, Organization Fairs, Preview Days, and Job Fairs).
- Promote the Center through word-of-mouth, including sharing the Center's public events and internship programs to fellow students.
- Support the Program Coordinator in raising the Center's web traffic by including the McNair website hyperlink in all email correspondence.
- Collaborate with the Program Coordinator in social media campaigns, including but not limited to: resharing the Center's posts, posting giveaways and interactive content that directs to the Center's website.
- Collaborate with the Center's Director and Coordinator to develop student-focused programs.
- Meet with Program Coordinator twice a month and respond to communication in a timely manner.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Strong organizational skills and attention to detail.
- Time management skills with a proven ability to meet deadlines.
- Effective analytical and problem-solving skills.
- Desire to promote entrepreneurship.
- Flexibility with helping at events throughout the semester.

Education and Experience:

- Current HCU Student
- Sophomore standing or higher
- Committed to represent the McNair Center and Houston Christian University through conducts that align with the University's policy.
- Enrollment in Entrepreneurship certificate or pursuing an entrepreneurial goal preferred.
- GPA of 3.0 or greater.

Contact for More Information

- Program Coordinator, Elizabeth Lewis, elewis@hbu.edu