**Scholars Program Coordinator**

About University of South Carolina

From the Upstate to the Lowcountry, the University of South Carolina system is transforming the lives of South Carolinians through the impact of our eight institutions and 20 locations throughout the state. More than 50,000 students are enrolled at one of eight institutions, including the research campus in Columbia and comprehensive four-year universities in Aiken, Upstate and Beaufort. In addition, our Palmetto College campuses in Salkehatchie, Union, Lancaster and Sumter enable students to earn associate or bachelor’s degrees through a combination of in-person, online or blended learning. All of our system institutions place strong emphasis on service — helping to build healthier, more educated communities in South Carolina and beyond.

 Advertised Job Summary

Under general supervision, the Scholar Programs Coordinator serves as the primary contact and program lead for approximately 80 McNair Scholars within National Fellowships and Scholar Programs, a unit of the top-ranked South Carolina Honors College (SCHC). The coordinator also supports a comprehensive four-year experience for an additional 120 Top Scholars—recipients of the university’s five most prestigious merit-based scholarships. Responsibilities include planning and executing events and programs—occasionally during evenings and on weekends—such as the annual McNair Scholar domestic travel experience; managing enrichment funds for all McNair Scholars; advising student leadership groups, like Scholars United and other assigned groups; and providing holistic advising through annual campaigns. The coordinator also collaborates with the director of scholar programs to develop and implement an annual assessment plan. Additional responsibilities may be assigned to support the evolving needs of USC’s most talented students and to advance the broader mission of the university. Staff members should possess a wide-ranging intellectual curiosity and a commitment to supporting high-achieving honors students.

The Quick link for the posting is <https://uscjobs.sc.edu/postings/193188> and the job posting closes at midnight on September 7, 2025.