



Call for Applications:

Graduate Research Coordinator – Community Development and Social Justice (CDSJ)

Graduate Research Mentor Position – 2019-2020 Academic Year

The Community Development and Social Justice Program (CDSJ) provides undergraduate students with a service learning opportunity that integrates research and service in preparation for graduate study. Students participate in community-based learning and work on an applied-research project, with additional opportunities for reflection and community-building within the cohort program. CDSJ is committed to assisting AAP undergraduates who wish to pursue graduate study or careers in the following areas: Social Welfare, Public Policy, Urban Planning, Public Health, and Labor/Workplace Studies.

The Graduate Research Coordinator for the CDSJ program provides students with mentoring in their areas of research interest and advising on the graduate school application process. Activities include assisting in the review of program application data and selection of the new cohort of CDSJ students; leading weekly research group meetings (journal clubs), during Winter and Spring quarters about research and relevant issues in the CDSJ professional fields; assisting student participants in exploring applied research opportunities and developing their research skills; assisting student participants with gathering admissions information and preparing for graduate and professional school; assisting student participants in developing their research materials and statements for graduate and professional school admissions; assisting student participants in preparing oral and poster presentations of their research projects. For more information on CDSJ, please visit our website at <https://www.aap.ucla.edu/programs/community-development-and-social-justice-cdsj/>.

Please note that this appointment is for the entire 2019 – 2020 academic year.

Job Responsibilities:

- ◇ Group mentoring of AAP undergraduate students seeking to pursue graduate or professional school
- ◇ Individual mentoring appointments with undergraduate students involved in or seeking to become involved in undergraduate research and internships
- ◇ Coordinate research-based internship experiences with the Center for Community Learning
- ◇ Outreach to academic departments, faculty, other AAP and Division of Undergraduate Education units, and the Graduate Division on behalf of the Graduate Mentoring and Research Programs (GMRP)
- ◇ Organize faculty and student roundtables in various academic disciplines
- ◇ Develop and conduct related workshops that make students successful graduate school applicants
- ◇ Assist in the continued development of GMRP
- ◇ Facilitate weekly seminars



Eligibility Criteria:

- ◇ Currently enrolled UCLA graduate student during the time of appointment with a minimum GPA of 3.0, making normal progress towards the graduate degree as outlined by Graduate Division and departmental guidelines, and enrollment in a minimum of 12 units for each quarter of appointment.
- ◇ Demonstrated cross-cultural sensitivity
- ◇ Excellent interpersonal and communication skills
- ◇ Interest in working with and assisting AAP undergraduate students and alumni in the fields of Social Welfare, Public Policy, Urban Planning, Public Health and Labor/Workplace Studies
- ◇ Interest in working with low-income, first-generation college students
- ◇ **Able to work 20 hours per week – 50% appointment**
 - Graduate students already holding 25% appointments elsewhere on campus as academic apprentice personnel may work additional hours as tutors with written permission from their department chairs, dissertation advisors, and with Graduate Division
- ◇ Able to attend weekly staff meetings (typically Tues 3-4pm)
- ◇ Able to attend training during Week 0 (end of Sept) before the Fall quarter starts for undergraduates
- ◇ No more than 12 quarters or 18 quarters if advanced to candidacy and approved by Graduate Division and departmental guidelines as an Academic Student Employee: Teaching Assistants/ Associates/Fellows, Readers/Special Readers and Tutors/Remedial Tutors

Compensation and Title:

- ◇ Hourly rates: **\$19.85** for individual tutoring/mentoring; **\$24.43** for group tutoring/mentoring
- ◇ The payroll title for the position is Tutor. The tutor position is covered by the collective bargaining agreement between the University of California and the UAW for the Academic Student Employee Unit.
- ◇ The appointment includes in-state fee remissions and GSHIP as long as eligibility is maintained (12 enrolled units per quarter of appointment, overall GPA of 3.0 and above, working at 50% time). This position is subject to the UCLA Academic Apprentice Personnel policies for UCLA Graduate Students: <https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-personnel-manual/>.

Application Process:

Priority deadline is **April 22, 2019 by 5pm** and applications will be reviewed thereafter as needed.

A completed application packet will include:

- ◇ A cover letter stating how you meet the criteria and how you would contribute to strengthening AAP Graduate Mentoring & Research Programs
- ◇ An unofficial copy of your most recent graduate transcript
- ◇ Curriculum vita
- ◇ Statement of teaching philosophy
- ◇ Evaluations from students, if available

Please submit your completed application *electronically* (**Subject line: CDSJ Coordinator Position**) to:

Antonio Shallowhorn, Office Coordinator
AAP Graduate Mentoring & Research Programs
ashallowhorn@college.ucla.edu



About the UCLA Academic Advancement Program:

The UCLA Academic Advancement Program has a threefold mission: 1) to ensure the academic success and graduation of students who have been historically underrepresented in higher education; 2) inform and prepare AAP students for graduate and professional schools; and 3) to develop the academic, scientific, political, economic, and community leadership necessary to transform society. The successful integration of our threefold mission strengthens our commitment to access, equity and excellence.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination and Affirmative Action Policy.