



### **Call for Applications:**

#### ***Graduate Research Coordinator – Educators for Tomorrow (EFT) Scholars Program***

#### ***Graduate Research Mentor Position – 2019-2020 Academic Year***

**The Educators for Tomorrow** program is dedicated to assisting new generations of educators who are committed to academic excellence, access, opportunity, and equity for underrepresented and underserved communities. The program seeks students who wish to pursue careers in the following areas: K-16 teaching, student affairs, administration, education policy. Under the guidance of a graduate mentor, EFT Scholars conduct their own research project informed by an educational internship site. Upon the completion of the program students present their final work. In addition, EFT Scholars learn about graduate programs in education, and the application process.

**The EFT Coordinator** offers tailored mentorship to upper-division AAP students who are dedicated to academic excellence, and access and equity for underrepresented and underserved students. The cohort is selected based on applicant interests in educational research topics and aspirations to pursue careers in areas such as K-12 teaching, counseling, administration, policy and research. The coordinator assists in reviewing program applications and selecting a new cohort of scholars in the Fall, facilitates a weekly discussion section during Winter and Spring quarters that help students with: getting practical and research experience within an educational internship site that fits their interests, discussing existing educational research in weekly seminars, and learning how to develop a strong research proposal. In addition, the coordinator assists student with graduate school application process and how to connect their EFT experience to their future graduate education. For more information on Educators for Tomorrow please visit our website at <http://aapucla.com/mentoring/educators-for-tomorrow/>.

*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 in Education or related fields
- ◇ Individual mentoring appointments with undergraduate students involved in or seeking to become involved in undergraduate research and internships
- ◇ Coordinating suitable research/internship sites for each student
- ◇ Outreaching 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)
- ◇ Organizing faculty and student roundtables in various academic disciplines
- ◇ Developing and conducting related workshops that make students successful graduate school applicants
- ◇ Assisting in the continued development of GMRP
- ◇ Facilitating 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 field of Education (K-12 teaching, counseling, policy, etc.)
- ◇ 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 Graduate.” 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: McNair Grad Mentor Position**) to:

**Antonio Shallowhorn, Office Coordinator**  
**AAP Graduate Mentoring & Research Programs**  
**[ashallowhorn@college.ucla.edu](mailto: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 three-fold 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.