



Call for Applications: *Graduate Mentor*

Graduate Mentor Position – 2019-2020 Academic Year

AAP Graduate Mentoring and Research Programs (GMRP) prepare AAP undergraduate students and alumni who have been historically underrepresented in higher education for graduate or professional school. Graduate Mentors meet with students on a one-on-one basis to discuss research opportunities as well as the graduate and/or professional school application process including: researching and choosing graduate programs, preparing personal statements and statements of purpose, obtaining letters of recommendation, and funding. Graduate Mentors also develop and present workshops and organize panel presentations on various aspects of research and the graduate and professional school application process throughout the academic year. Graduate Mentors may be assigned special projects such as outreaching to student organizations or partnering with other campus resources. For more information on the Graduate Mentoring and Research Programs, please visit our website at <http://www.aap.ucla.edu/graduate-mentoring-and-research-programs/>.

For the 2019-2020 academic year, GMRP is looking for mentors with a specialization in the following fields:

- ◇ **Social Sciences** – including but not limited to Public Affairs, Psychology, Sociology, Communications, Geography, Anthropology, Political Science, Ethnic or Gender Studies, etc.

Job Responsibilities:

- ◇ Hold individual mentoring appointments with AAP undergraduate students and alumni seeking information about academic research and/or the graduate and professional school application process
- ◇ Develop and facilitate group workshops related to graduate school and the applications process
- ◇ Outreach to academic departments, faculty, other AAP and Division of Undergraduate Education units, and the Graduate Division on behalf of GMRP
- ◇ Carry out special projects and coordinate partnerships as necessary to enhance student services
- ◇ Assist in the continued development and promotion of GMRP, including developing and conducting quarterly workshops

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, particularly those who are interested in research/academic careers or in professional schools
- ◇ Interest in working with low-income, first-generation college students
- ◇ **Able to work 10-12 hours per week** (hours must be distributed across at least two days during the week)
 - Graduate students already holding 50% appointments as academic apprentice personnel may work additional hours at the payroll appointment of “Tutor Graduate” in GMRP with written permission from their department chairs, dissertation advisors, and with Graduate Division



- 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
- ◇ 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

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 25% 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 19, 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 the Graduate Mentoring & Research Programs
- ◇ An unofficial copy of your most recent graduate transcript
- ◇ Curriculum vita

Please submit your completed application *electronically* (**Subject line: General Mentor 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 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.