



Call for Applications:

Graduate Research Coordinator – Research Rookies Coordinator

Graduate Research Mentor Position – 2019-2020 Academic Year

The Research Rookies Program is exclusive to AAP undergraduate students in their second year who would like to pursue research. Under the guidance of a Graduate Mentor and sponsorship of a UCLA faculty mentor, Research Rookies attend workshops and panels that expose them to research opportunities, methodology, and projects that will prepare them for graduate school. Research Rookies begin exploring a topic of their interest through a Student Research Program contract course (SRP 99) with a faculty advisor and receive a \$500 stipend upon successful program completion in the Spring Quarter.

The Graduate Research Coordinator for the Research Rookies Program is a part of a team of two Graduate Mentors who offer tailored mentorship and advising services to AAP students accepted into the cohort. Activities include: assisting with the reviewing of program application materials and selection of new cohort of Research Rookies; co-administering a weekly discussion section during Winter Quarter covering research, writing, methodology, and graduate school options; assisting student participants one-on-one with exploring research and career opportunities in an academic institution; assisting students with seeking out an appropriate faculty mentor; and guiding students in the development of a Spring poster presentation for Undergraduate Research Week. For more information about the Research Rookies Program, please visit our website at <https://www.aap.ucla.edu/programs/research-rookies/>.

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

Job Description:

- ◇ Work with AAP undergraduate students seeking research experience to pursue graduate or professional school
- ◇ Co-facilitate weekly research group meetings with undergraduate students involved in or seeking to become involved in undergraduate research
- ◇ Develop the research and presentation skills of AAP undergraduate students (e.g., through research methods and academic writing tutorials)
- ◇ Coordinate research experiences with the Undergraduate Research Centers on campus and students' faculty advisors
- ◇ 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 research roundtables in various academic disciplines
- ◇ Develop and conduct related workshops that make students successful researchers and future graduate students
- ◇ Assist in the continued development of GMRP projects
- ◇ Opportunity to present and share research project findings and program outcomes

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 academic apprentice policies and departmental guidelines, and enrollment in a minimum of 12 units for each



- ◇ quarter of appointment. Graduate students enrolled in self-supporting programs are not eligible for fee remissions for this position.
- ◇ Excellent interpersonal and communication skills
- ◇ Research experience in the Humanities, Arts, Social Sciences, Public Affairs, and Sciences
- ◇ Interest in working with and assisting undergraduates in the humanities and social sciences, particularly those who are interested in a research/academic career
- ◇ Interest in working with low-income, first-generation college students
- ◇ Demonstrated cross-cultural sensitivity
- ◇ **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
- ◇ Be able to work in Tutor Graduate title appointment position and not have any campus employment restrictions due to financial awards, fellowship awards, funding or academic programs requirements or restrictions.

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: Research Rookies Coordinator Position**) to:

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

1202 Campbell Hall ♦ (310) 794-4186
<http://aap.ucla.edu/#/mentoring>



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.