Call for Applications: GRE Tutor

McNair Research Scholars Program

The **UCLA McNair Research Scholars Program** helps first-generation, low-income, and underrepresented students identify and apply to graduate school programs, conduct independent research projects, and prepare for graduate school entrance exams. McNair Graduate Student Mentors lead seminars, conduct workshops, and provide Graduate Record Examination (GRE) tutoring. For more information about the program please visit our website: https://www.aap.ucla.edu/programs/mcnair-research-scholars/.

The **McNair GRE Tutor** offers tutorial and advising services to all UCLA McNair Scholars in one-on-one and small group sessions. S/he works with a team of McNair Graduate Student Mentors and Staff to prepare students to apply to, and succeed in, the top graduate programs across the country. Specifically, the GRE tutor will help students prepare for the verbal, writing, and quantitative portions of the entrance exam. Students will have access to Kaplan GRE Test Preparation books and CD-ROM.

This appointment is only for six weeks during Summer Session A (June 24th, 2019 - August 2nd, 2019).

Job Description:
- Individual tutoring/appointments with 14 McNair Scholars participating in the six-week intensive McNair Summer Research Institute on the verbal, writing, and quantitative sections of the GRE.
- Facilitate small group GRE study sessions of two or three McNair Scholars.
- Complete special projects and coordinate partnerships, as necessary, to enhance student services related to GRE preparation.
- Assist in the continued development of McNair and AAP Graduate Mentoring and Research Programs.

Eligibility Criteria:
- Currently enrolled UCLA graduate student in good academic standing during the time of appointment, with a minimum 3.0 GPA. Must also be making normal progress towards the graduate degree as outlined by Graduate Division and departmental guidelines.
- Demonstrated familiarity with the current Graduate Record Examination format, structure, and material included on the examination.
- Demonstrated cross-cultural sensitivity.
- Excellent interpersonal and communication skills.
- Sincere interest in working with and assisting undergraduate students, particularly those who are interested in a research/academic career or professional school.
- Sincere interest in working with low-income, first-generation college students.
- Able to work 20 hours per week.
- Able to attend weekly staff meetings during Summer Session A.
- Able to attend training prior to the beginning of the McNair Summer Research Institute, Summer Session A.

Compensation:
- Hourly rate: **$19.85** for individual tutoring, **$24.43** for group tutoring.

Application Process:
Applications are due by **5pm on Friday, May 24th**. Applications will still be accepted after the deadline if the position is still available.

A completed application includes:
1) Cover letter stating how you meet the criteria and how you would strengthen the UCLA McNair Research Scholars Program. *Please be sure to include a discussion of your own experiences with the GRE – including but not limited to your familiarity and comfort with the current GRE, the number of times you have taken the exam, and how you prepared for it.*
2) An unofficial copy of your most recent graduate transcript
3) Copy of your most recent Graduate Record Examination Scores
4) Curriculum Vita
5) Statement of teaching philosophy

Please submit these materials to:
> **Antonio Shallowhorn, Office Coordinator**
> **AAP Graduate Mentoring and Research Programs**
> **1202 Campbell Hall**
> **Los Angeles, CA 90095**
> **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.