Call for Applications:
Graduate Mentor – McNair Research Scholars Program

Graduate Research Mentor Position – 2019-2020 Academic Year

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 GSR/Mentors lead seminars, conduct workshops, and hold individual mentoring appointments.

McNair Mentors meet with McNair students to discuss research agendas and the graduate school application process including: researching and choosing graduate programs, preparing personal statements and statements of purpose, obtaining letters of recommendation, and funding. Mentors also assist McNair students in developing their research proposal, literature review, and senior thesis. For more information about the McNair Research Scholars Program, please visit our website at http://www.aap.ucla.edu/graduate-mentoring-and-research-programs/mcnair-research-scholars-program/.

For the 2018-2019 academic year, McNair is looking for mentors with a specialization in one of the following fields:
◊ **Humanities –** including but not limited to English, History, Art, Linguistics, Languages, etc.
◊ **Social Sciences –** including but not limited to Psychology, Anthropology, Sociology, Ethnic Studies, Communications, Political Science, Social Welfare, etc.
◊ **Life and Physical Sciences –** including but not limited to Atmospheric and Social Sciences, Chemistry and Biochemistry, Earth, Planetary, and Space Sciences, Ecology and Evolutionary Biology, Microbiology, Immunology, and Molecular Genetics, etc.

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

Job Responsibilities:
◊ Group mentoring of McNair students seeking to pursue graduate school
◊ Individual mentoring appointments with McNair students and undergraduate students involved in or seeking to become involved in undergraduate research
◊ 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) and McNair
◊ Organize faculty and student roundtables in various academic disciplines
◊ Assist in the continued development of McNair

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 McNair students and alumni who are interested in research and pursuing degrees in the humanities, arts, social sciences, life sciences, and physical sciences
◊ Interest in working with low-income, first-generation college students
◊ **Able to work 20 hours per week – 50% appointment**
  o 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

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.