



## Call for Applications: *Law Mentor*

*Graduate Mentor Position – 2020-2021 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/>.

**The Law Mentor** offers individualized mentoring and advising services to all AAP students and alumni interested in the law as a profession. The mentor also develops and leads workshops for the GMRP office. Activities include: outreach for workshops and GMRP services; leading workshops; assisting students to explore opportunities for or alternatives to law as a career.

*Please note that this appointment is for the entire 2020- 2021 academic year.*

### **Job Responsibilities:**

- ◇ Hold individual mentoring appointments with AAP undergraduate students and alumni seeking information about a legal academic and/or professional career and the law school application 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 7 hours per week** (hours must be distributed across at least two days during the week)
- ◇ Able to attend weekly staff meetings (typically Wednesdays 3-4pm)
- ◇ Able to attend training during Week 0 (end of Sept) before the Fall quarter starts for undergraduates

#### **Compensation and Title:**

- ◇ Hourly rates: **\$20.45** for individual tutoring/mentoring; **\$25.16** 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.

#### **Application Process:**

Priority deadline is **Wednesday, May 13th 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: Law Mentor Position**) to:

**Sandra Brukardt, Office Coordinator**  
**AAP Graduate Mentoring & Research Programs**  
**sbrukardt@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.