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UCLA Academic Advancement Program
Graduate Mentoring and Research Programs
Spring 2020 Call for Applications

UndocuBruins Research Program Coordinator

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The UndocuBruins Research Program (UBRP) is exclusive to AAP undocumented undergraduate students with junior or senior standing who would like to pursue research and are interested in graduate school, specifically research Masters and Ph.D. programs. Under the guidance of a Graduate Mentor, UBRP Scholars attend workshops and panels that expose them to research opportunities that will prepare them for graduate school. UndocuBruins Research Scholars explore a topic of their interest and those eligible for financial aid will receive a $1000 stipend upon successful program completion in both Winter 2021 and Spring 2021.

The Coordinator for the UndocuBruins Research Program offers tailored mentorship and advising services to AAP students accepted into the cohort. The Coordinator will meet with students individually and facilitate cohort meetings during Winter and Spring quarters. Topics for the weekly meetings include: orienting students to different research opportunities on campus; securing a faculty mentor; developing students' knowledge of research methodology and design; and learning how to develop a strong research proposal. The Coordinator guides students in developing and carrying out a research project that scholars will share at the annual UCLA Undergraduate Research Week. In addition, the Coordinator assists students with the graduate school application process and how to connect their UndocuBruins Research Program experience to their future graduate studies.

Please note that this appointment is for 2020-2021 Academic Year.

Job Description:
- Group mentoring workshops for undergraduates seeking to learn research skills and engagement opportunities at UCLA
- Individual mentoring appointments with undergraduates involved in or seeking to become involved in undergraduate research
- Outreaching on behalf of the Graduate Mentoring & Research Programs (GMRP) to academic departments, faculty, other AAP and Division of Undergraduate Education units, and the Graduate Division
- Assistance in the continued development of GMRP
- Organizing faculty and student roundtables in various academic disciplines
- Developing and conducting related workshops that make students successful graduate school applicants
- Assisting in the continued development of GMRP
- Facilitating weekly seminars
- Collaborating with the Bruin Resource Center – Undocumented Students Program on program and resource development

Eligibility Criteria:
- Currently enrolled UCLA graduate student during the time of appointment with a minimum GPA of 3.0, enrollment in a minimum of 12 units during the quarter(s) of appointment, and making normal progress towards the graduate degree as outlined by the Graduate Division and departmental guidelines
- Demonstrated cross-cultural sensitivity
- Excellent interpersonal and communication skills
- Interest in working with and assisting undocumented undergraduates particularly those who are interested in a research/academic career
- Familiarity of the plight of undocumented youth including the history, education policies and immigration policies that affect undocumented youth and the current cultural, political and social climate towards undocumented immigrants
- Strong ability to collaborate with campus partners like CIRCLE Project, UCLA CAPS, UCLA Bruin Resource Center, LGBT Resource Center, and IDEAS at UCLA
- Able to work independently, within a team environment, and lead external collaborative efforts to accomplish the Program's goals and objectives

- Able to work up to 20 hours per week (Hours must be distributed across at least two to three days during the week)
    - Graduate students already holding 50% appointments as academic apprentice personnel may work additional hours as a tutor with written permission from the student's department chair, dissertation advisor, and the Graduate Division
- Able to attend regularly scheduled staff meetings during the quarter
- Able to attend training prior to the beginning of the undergraduate school year during Week 0

Compensation:
- Hourly rate: $20.45 for individual tutoring; $25.16 for group tutoring
- The payroll title for the position is Tutor.

Application Process:
Applications are due at 5pm on Wednesday, May 13th

Commented [CP1]: Sandra, please update with correct rates and dates. Thank you

A completed application packet will include:
- A cover letter stating how you meet the criteria and how you would strengthen the UndocuBruins Research Program
- An unofficial copy of your most recent graduate transcript
- Curriculum vita
- Statement of teaching philosophy

Please submit your completed application 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.