AAP Graduate Mentoring (GM) prepares 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 Program, 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 GM office. Activities include: outreach for workshops and GM 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 2021-2022 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 GM
◊ Carry out special projects and coordinate partnerships as necessary to enhance student services
◊ Assist in the continued development and promotion of GM, 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 4-5pm)
Able to attend training during Week 0 (end of Sept) before the Fall quarter starts for
undergraduates

**Compensation and Title:**

- Hourly rates: **$21.07** for individual tutoring/mentoring; **$25.92** 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 **May 14th at 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 Program
- An unofficial copy of your most recent graduate transcript
- Curriculum vita

Please submit your completed application electronically:

Law_Men.e00ra6k4ts0850vn@u.box.com