



# UCLA Undergraduate Education Academic Advancement Program

**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 Pre-Med/Pre-Health Mentor** works with undergraduate students who are interested in the health sciences and health care professions, including, but not limited to *Medicine, Dentistry, Pharmacy, Public Health, Biology, Biochemistry, etc.*

*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 academic research and/or the graduate and professional 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.





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- ◇ 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 Wednesday 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 14<sup>th</sup> 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*:  
[PreHeal.0o8wwm1pa0owtny4@u.box.com](mailto:PreHeal.0o8wwm1pa0owtny4@u.box.com)

