The Research Rookies Program is exclusive to AAP undergraduate students in their second year who would like to pursue research. Under the guidance of a Graduate Mentor and sponsorship of a UCLA faculty mentor, Research Rookies attend workshops and panels that expose them to research opportunities, methodology, and projects that will prepare them for graduate school. Research Rookies begin exploring a topic of their interest through a Student Research Program contract course (SRP 99) with a faculty advisor and receive a $500 stipend upon successful program completion in the Spring Quarter.

The Graduate Research Coordinator for the Research Rookies Program is a part of a team of two Graduate Mentors who offer tailored mentorship and advising services to AAP students accepted into the cohort. Activities include: assisting with the reviewing of program application materials and selection of new cohort of Research Rookies; co-administering a weekly discussion section during Winter Quarter covering research, writing, methodology, and graduate school options; assisting student participants one-on-one with exploring research and career opportunities in an academic institution; assisting students with seeking out an appropriate faculty mentor; and guiding students in the development of a Spring poster presentation for Undergraduate Research Week. For more information about the Research Rookies Program, please visit our website at https://www.aap.ucla.edu/programs/research-rookies/.

Please note that this appointment is for the entire 2021-2022 academic year.

Job Description:

- Work with AAP undergraduate students seeking research experience to pursue graduate or professional school
- Co-facilitate weekly research group meetings with undergraduate students involved in or seeking to become involved in undergraduate research
- Develop the research and presentation skills of AAP undergraduate students (e.g., through research methods and academic writing tutorials)
- Coordinate research experiences with the Undergraduate Research Centers on campus and students’ faculty advisors
- Outreach to academic departments, faculty, other AAP and Division of Undergraduate Education units, and the Graduate Division on behalf of the Graduate Mentoring Program (GM)
- Organize faculty and student research roundtables in various academic disciplines
- Develop and conduct related workshops that make students successful researchers and future graduate students
- Assist in the continued development of GM projects
- Opportunity to present and share research project findings and program outcomes

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 academic apprentice
policies and departmental guidelines, and enrollment in a minimum of 12 units for each quarter of appointment. Graduate students enrolled in self-supporting programs are not eligible for fee remissions.

- Excellent interpersonal and communication skills
- Research experience in the Humanities, Arts, Social Sciences, Public Affairs, and Sciences
- Interest in working with and assisting undergraduates in the humanities and social sciences, particularly those who are interested in a research/academic career
- Interest in working with low-income, first-generation college students
- Demonstrated cross-cultural sensitivity
- **Able to work 20 hours per week – 50% appointment**
  - 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 Wednesdays 4-5pm)
- Able to attend training during Week 0 (end of Sept) before the Fall quarter starts for undergraduates
- Be able to work in Tutor Graduate title appointment position and not have any campus employment restrictions due to financial awards, fellowship awards, funding or academic programs requirements or restrictions.

**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.
- 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/](https://grad.ucla.edu/funding/working-at-ucla/academic-apprentice-personnel-manual/).

**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 AAP Graduate Mentoring
- 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:**

Research.bt1n50cu0gg5jawf@u.box.com