

The Carter Huggins Community Development and Social Justice Scholars Program (CDSJ)

The CDSJ Program's Graduate Research Coordinator is part of a team of two Graduate Mentors. They are paired with AAP undergraduate **juniors** and **seniors** to guide them through a service learning opportunity that integrates research and community-based practice in preparation for graduate and/or professional study in *social welfare, public policy, urban planning, and public health*. Students will take a 2-quarter seminar and receive a stipend. Graduate Mentors practice radical care and critical kindness by nurturing students' well-being, showing up and advocating for their students, helping them develop professional skills, supporting their research endeavors, and assisting them in achieving their academic goals. They work closely with CDSJ scholars to mentor them in their areas of research interest, help them secure a community-based internship and develop an independent research project, and advise them on the graduate school application process.

Activities include assisting in the review of program application data and selection of the new cohort of CDSJ program participants, also known as CDSJ scholars; leading weekly cohort seminars during Winter and Spring quarters about research and relevant issues and educational opportunities in CDSJ-related professional fields; assisting scholars in exploring applied research opportunities and developing their research skills; assisting scholars with gathering admissions information and preparing for graduate and professional school applications, including developing their research materials and statements; and assisting student participants in preparing a research paper and oral and poster presentations of their research projects for Undergraduate Research Week. For more information on CDSJ, please visit our website at <https://www.aap.ucla.edu/programs/community-development-and-social-justice-cdsj/>.

Job Responsibilities:

- Individual and group mentoring of AAP undergraduate students seeking to pursue graduate or professional school
- Individual mentoring appointments with undergraduate students involved in or seeking to become involved in undergraduate research and internships
- Develop and facilitate seminars
- Create Winter and Spring seminar syllabi
 - Winter - develop research projects, inform scholars of different graduate programs
 - Spring - implement projects, develop presentations, graduate school preparation
- Coordinate research-based internship experiences with the Center for Community Learning
- 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)
- Develop and conduct related workshops that prepare students to be successful graduate school applicants
- Assist in the continued development of GM
- Assist in organizing AAP GM's Research Symposium
- Engage in radical care and critical kindness pedagogies to support undergraduate scholar community

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.
 - No more than 12 quarters or 18 quarters if advanced to candidacy and approved by Graduate Division and departmental guidelines as an Academic Student Employee:
- Interest in working with and assisting AAP undergraduate students and alumni in the fields of Social Welfare, Public Policy, Urban Planning, Public Health and Labor/Workplace Studies
 - *CDSJ Coordinator must come from either the Luskin School of Public Affairs or Fielding School of Public Health*
- Passion for working with low-income, first-generation college students
- Demonstrated cross-cultural sensitivity and awareness
- Excellent interpersonal, communication, and organizational skills
- 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
- Able to attend training during Week 0 (week of Sept 19) before the Fall quarter starts for undergraduates