



Academic Advancement Program **Graduate Mentoring**

Call for Applications: Graduate Research Coordinator – The Arts Initiative Scholars Program (Arts IN)

AAP Graduate Mentoring (GM) prepares AAP undergraduate students and alums who have been historically underrepresented in higher education for graduate or professional school. Graduate Mentors purposefully perform and cultivate a space of radical care and critical kindness. This means our GMs practice empathy, exhibit compassion and warmth, and provide support and community for students' holistic well-being to thrive in academic institutions and the world beyond. Furthermore, radical care and critical kindness framework starts with our own cognitive and psycho-emotional well-being and engagement in reflective practices of how we show up in spaces like home, work, and the classroom, focusing on our positionalities. Open communication is valued to create a critically kind environment where scholars, faculty, and staff are encouraged to be their authentic selves. GMs are intentional and follow the lead and initiative of undergraduate students to provide them with the professional, academic, and personal skills and tools necessary for success in research endeavors and graduate/professional studies, helping them to explore their interests and achieve their goals. GMs are critical in supporting undergraduate scholars in expanding their professional and academic networks through on-campus and off-campus connections.

The Arts Initiative (Arts IN) Scholars Program supports students in specific arts-related research projects in cross-disciplinary partnerships, such as *Arts IN Civic Engagement*, *Arts IN Education*, *Arts IN Global Health*, *Arts IN Labor*, *Arts IN Science*, and *Arts International*. The program aims to mentor AAP undergraduate students who would typically not consider the arts a viable study area. Students receive academic and professional support over a required two-quarter commitment. AAP undergraduate students interested in pursuing graduate studies in the arts, including education, activism, therapy, entertainment, production, and management, are encouraged to apply. The Coordinator for the AAP Arts IN Program offers tailored mentorship services to AAP students accepted into the cohort and who are interested in graduate or professional schools and/or careers in the arts.

The Graduate Research Coordinator for the Arts Initiatives Research Program offers tailored mentorship and advising services to AAP students accepted into the cohort. The coordinator will review program application materials and aid in the selection of the new cohort of Arts IN students; lead a weekly discussion section during Winter and Spring quarters about relevant issues in the arts, interdisciplinary work, and social justice; assist student participants in exploring arts-related research opportunities; assisting student participants in applying to graduate and professional school; assisting student participants in developing their graduate and professional school application materials; assisting student participants in preparing oral and poster presentations of their research projects. For more information on Arts IN, please visit our website at <http://aap.ucla.edu/#/mentoring/arts-initiative-arts-in-scholars-program/>.

Job Responsibilities:

- 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.
- 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).
- Organize faculty and student roundtables in various academic disciplines.

- Develop and conduct related workshops that make students successful graduate school applicants.
- Assist in the continued development of GM.
- Facilitate weekly seminars.
- Engage in radical care and critical kindness pedagogies to support the undergraduate scholar community.

Eligibility Criteria:

- Currently enrolled UCLA graduate student during the time of appointment with a minimum GPA of 3.0, making expected 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 undergraduate students in the humanities and social sciences, particularly those interested in a research or academic career in an arts-related field.
- Interest in working with low-income, first-generation college students.
- 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.
- At most 12 quarters or 18 quarters if advanced to candidacy and approved by Graduate Division and departmental guidelines as an Academic Student Employee: Teaching Assistants/ Associates/Fellows, Readers/Special Readers, and Tutors/Remedial Tutors.

Payroll Title, Compensation, & Time Commitment:

- The payroll title for the position is “Tutor Graduate.”
 - The collective bargaining agreement between the University of California and the UAW for the Academic Student Employee Unit covers the tutor position.
 - 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/>.
- Hourly rates for both Graduate Research Coordinator and general Graduate Mentor positions:
 - **\$23.20** for individual tutoring/mentoring and **\$28.20** for group mentoring.
- Graduate Research Coordinator is a 50% appointment (20 hours/week)
 - Includes in-state fee remissions and GSHIP if eligibility is maintained (12 enrolled units per quarter of appointment, overall GPA of 3.0 and above, working at 50% time).

Please submit your application, CV/resume, and cover letter via <https://forms.gle/fehdf8hPiJDTTbgF8> by Thursday, May 30th at 5 pm PST. AAP GM is hiring through finals week of June, and rolling applications will be reviewed until positions are filled.