



Academic Advancement Program **Graduate Mentoring**

Call for Applications:

Graduate Research Coordinator – The Carter Huggins Community Development and Social Justice Scholars Program (CDSJ)

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 Carter Huggins Community Development and Social Justice (CDSJ) 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 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. Graduate Mentors work closely with CDSJ scholars to aid them in their areas of research interest, help them secure a community-based internship, and develop an independent research project while advising them on the graduate school application process.

The Graduate Research Coordinator for the CDSJ 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 in the review of program application data and selection of the new undergraduate 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 and inform scholars of different graduate programs.
 - Spring - implement projects, develop presentations, and 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 preparing students to be successful applicants to graduate school.
- 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 the 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 alums 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.

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 Researcher Coordinator and general Graduate Mentor positions:

- **\$23.20** for individual tutoring/mentoring and **\$28.20** for group mentoring.
- Graduate Researcher 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.