



## Academic Advancement Program **Graduate Mentoring**

### **Call for Applications:**

#### **Graduate Researcher Coordinator – Educators for Tomorrow (EFT)**

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 for creating 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 Educators for Tomorrow (EFT)** program assists new generations of educators committed to academic excellence, access, opportunity, and equity for underrepresented and underserved communities. The program seeks students who wish to pursue careers in the following areas: K-16 teaching, student affairs, administration, and education policy. Under the guidance of a graduate mentor, EFT Scholars conduct their research project informed by an educational internship site. Upon the completion of the program, students present their final work. Additionally, EFT Scholars learn about graduate programs in education and the application process.

**The EFT Coordinator** offers tailored mentorship to upper-division AAP students dedicated to academic excellence, access, and equity for underrepresented and underserved students. The cohort is selected based on applicant interests in educational research topics and aspirations to pursue careers in K-12 teaching, counseling, administration, policy, and research. The coordinator assists in reviewing program applications and selecting a new cohort of scholars in the Fall, facilitates a weekly discussion section during Winter and Spring quarters that help students with getting practical and research experience within an educational internship site that fits their interests, discussing existing academic research in weekly seminars, and learning how to develop a strong research proposal. In addition, the coordinator assists students with the graduate school application process and how to connect their EFT experience to their future graduate education. For more information on Educators for Tomorrow, please visit our website at <https://www.aap.ucla.edu/programs/educators-for-tomorrow/>.

*Please note that this appointment is for the entire 2023 – 2024 academic year.*

### **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 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.**