



Academic Advancement Program **Graduate Mentoring**

Call for Applications: Graduate Researcher Coordinator – General Mentor (Pre-Law)

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 Pre-Law Graduate Mentor practices radical care and critical kindness to support AAP students and alums interested in the law as a profession. The Graduate Mentor offers individualized mentoring and advising services to students interested in pursuing a legal academic and/or professional career and guides them through the law school application process. The mentor also develops and conducts workshops for the GM office.

Job Responsibilities:

- Hold individual mentoring appointments with AAP undergraduate students and alums seeking information about a legal academic and/or professional career and the law school application process.
- Assisting students to explore opportunities for or alternatives to law as a career.
- Developing and leading workshops on law schools, LSAT, and application processes.
- Reviewing statements of purpose and other law school admissions materials.
- Outreach for workshops and GM services to academic departments, faculty, other AAP and Division of Undergraduate Education units, and the Graduate Division on behalf of GM.
- Carry out special projects and coordinate partnerships as necessary to enhance student services.
- Assist in the continued development and promotion of GM.
- Engage in radical care and critical kindness pedagogies to support the AAP 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 AAP undergraduate students and alums interested in research/academic careers or professional schools.
- Passion for working with low-income, first-generation college students.
- 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 20% appointment (less than 10 hours/week)
 - (Hours must be distributed at least two days during the 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 25% 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.