



Undergraduate Education **McNair Research Scholars Program**

Call for Applications:

Graduate Mentor – McNair Research Scholars Program

McNair Mentor Position – Summer 2023

The UCLA McNair Research Scholars Program helps first-generation, low-income, and underrepresented students identify and apply to graduate school programs, conduct independent research projects, and prepare for graduate school entrance exams. McNair Mentors lead seminars, conduct workshops, and hold individual mentoring appointments.

McNair Mentors meet with McNair students to discuss research agendas and the graduate school application process including researching and choosing graduate programs, preparing personal statements and statements of purpose, obtaining letters of recommendation, and funding. Mentors also assist McNair students in developing their research proposal, literature review, and senior thesis. For more information about the McNair Research Scholars Program, please visit our website at <https://www.aap.ucla.edu/programs/mcnair-research-scholars/>

This program runs Summer Session A (June 26th, 2023 – August 4th, 2023). Mentors are appointed beginning June 12th – August 12th, 2023. Training will be held June 14th – 16th, 2023.

Job Responsibilities:

- Group mentoring of McNair students seeking to pursue graduate school
- Individual mentoring appointments with McNair students and undergraduate students involved in or seeking to become involved in undergraduate research
- Outreach to academic departments, faculty, other AAP and Division of Undergraduate Education units, and the Graduate Division on behalf of the Graduate Mentoring Program and McNair
- Organize faculty and student roundtables in various academic disciplines
- Assist in the continued development of McNair
- Prepare students for presenting their research and assisting with the UCLA National McNair Research Conference

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
- Demonstrated cross-cultural sensitivity
- Excellent interpersonal and communication skills
- Interest in working with and assisting McNair students and alumni who are interested in research and pursuing degrees in the humanities, arts, social sciences, life sciences, and physical sciences



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- 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

Compensation and Title:

- Hourly rates: **\$23.20** for individual tutoring/mentoring; **\$28.20** for group tutoring/mentoring
- The payroll title for the position is “**Tutor Graduate.**” The tutor position is covered by the collective bargaining agreement between the University of California and the UAW for the Academic Student Employee Unit
- The appointment includes in-state fee remissions and GSHIP as long as eligibility is maintained (12 enrolled units per quarter of appointment, overall GPA of 3.0 and above, working at 50% time). 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/>.

Application Process:

Priority deadline is **May 10th at 12pm**. Applications will be reviewed until positions are filled.

A completed application packet will include:

- A cover letter stating how you meet the criteria and how you would contribute to strengthening the McNair Research Scholars Program
- An unofficial copy of your most recent graduate transcript
- Curriculum vita
- Evaluations from students, if any

Please submit your completed application *electronically* to:

McNair.00ducqbq03cotzdeg@u.box.com

Contact Dr. Lucero if you have any questions

Dr. Iris Lucero
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