



## Undergraduate Education

# McNair Research Scholars Program

**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 facilitate 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/>

**For the 2023-2024 academic year, McNair is looking for a mentor with a specialization in one of the following fields:**

- **Humanities and Social Sciences** – including but not limited to Psychology, Anthropology, Sociology, Ethnic Studies, Communications, Political Science, Social Welfare, English, History, Art, Linguistics, Languages, etc.
- **Life and Physical Sciences** – including but not limited to Atmospheric and Social Sciences, Chemistry and Biochemistry, Earth, Planetary, and Space Sciences, Ecology and Evolutionary Biology, Microbiology, Immunology, and Molecular Genetics, etc.

*Please note that this appointment is for the entire 2023-2024 academic year, with contracts renewed on a quarterly basis.*

### **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

### **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
- Able to attend weekly staff meetings
- Able to attend training during Week 0 (end of Sept) before the Fall quarter starts for undergraduates
- 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: Teaching Assistants/ Associates/Fellows, Readers/Special Readers and Tutors/Remedial Tutors

### **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 15<sup>th</sup> at 5pm**. Applications will be reviewed until positions are filled. A completed application packet includes:

- 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 with name and contact information for two references
- Evaluations from students, if available

Please submit your completed application *electronically* to:  
**McNair\_.9dpyutaw11z3rwtm@u.box.com**

If you have any questions, please contact:

**Dr. Iris Lucero**  
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