



Academic Advancement Program **Graduate Mentoring**

Call for Applications: Graduate Research Coordinator – Research Rookies

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 Research Rookies Program is exclusive to AAP undergraduate students who want to pursue research in their second year. Under the guidance of a Graduate Mentor and sponsorship of a UCLA faculty mentor, Research Rookies attend workshops and panels that expose them to research opportunities, methodology, and projects that will prepare them for graduate school. Research Rookies begin exploring a topic of interest through a Student Research Program contract course (SRP 99) with a faculty advisor and receive a \$500 stipend upon successful program completion in the Spring Quarter.

The Graduate Research Coordinator for the Research Rookies 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 with the reviewing of program application materials and selection of a new cohort of Research Rookies; co-administering a weekly discussion section during Winter Quarter covering research, writing, methodology, and graduate school options; assisting student participants one-on-one with exploring research and career opportunities in an academic institution; assisting students with seeking out an appropriate faculty mentor; and guiding students in the development of a Spring poster presentation for Undergraduate Research Week. For more information about the Research Rookies Program, please visit our website at <https://www.aap.ucla.edu/programs/research-rookies/>.

Job Responsibilities:

- Work with AAP undergraduate students seeking research experience to pursue graduate or professional school.
- Co-facilitate weekly research group meetings with undergraduate students involved in or seeking to become involved in undergraduate research.

- Develop AAP undergraduate students' research and presentation skills (e.g., through research methods and academic writing tutorials).
- Coordinate research experiences with the Undergraduate Research Centers and students' faculty advisors on campus.
- Outreach to academic departments, faculty, other AAP and Division of Undergraduate Education units, and the Graduate Division on behalf of the Graduate Mentoring Programs (GM)
- Organize faculty and student research roundtables in various academic disciplines.
- Develop and conduct related workshops that make students successful researchers and future graduate students.
- Assist in the continued development of GM projects.
- Opportunity to present and share research project findings and program outcomes.

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 academic apprentice policies and departmental guidelines, and enrollment in a minimum of 12 units for each quarter of appointment.
 - 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.
- Excellent interpersonal and communication skills.
- Research experience in the Humanities, Arts, Social Sciences, Public Affairs, and Sciences.
- Interest in working with and assisting undergraduates in the humanities and social sciences, particularly those interested in a research/academic career.
- Interest in working with low-income, first-generation college students.
- Demonstrated cross-cultural sensitivity.
- **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 (typically Wednesdays 3-4 pm)
- Be able to work in a Tutor Graduate title appointment position and not have any campus employment restrictions due to financial awards, fellowship awards, funding, or academic program requirements or regulations.

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.