

COLLEGE OF LETTERS & SCIENCE

COLLEGE ACADEMIC MENTOR (CAM) - POSITION ANNOUNCEMENT

2024- 2025

The College of Letters and Science seeks outstanding UCLA graduate students for participation in the College Academic Mentor (CAM) Program at College Academic Counseling. The program trains graduate students to work as academic mentors for lower and upper division students in the College of Letters and Science. The goal of the program is to enhance the undergraduate academic experience and provide assistance to undergraduates in holistically assessing their personal and academic goals and pathways as well as evaluating campus resources that will further their goals at UCLA. Furthermore, CAMs will work with students to formulate specific solutions to the special challenges faced by undergraduates at a large research university. Additionally, CAMs function as a conduit for information about the processes involved in making the transition from undergraduate to graduate student. Graduate students serving as CAMs will gain additional exposure to the needs and concerns of the undergraduate population at UCLA. To that end, the program seeks candidates with a high degree of maturity, motivation and commitment, as well as a genuine desire to help undergraduates succeed.

Graduate students interested in the CAM position should submit an application packet consisting of (1) a one to two page statement of interest, (2) a resume or CV, (3) a letter of recommendation, (4) and contact information for two references in a **single electronic file (preferably a Word or PDF file) to Marritt Cafarchia at mcafarchia@college.ucla.edu**. Letters of recommendation can be submitted by separate electronic file at the discretion of the author. The application deadline is Friday, **May, 3rd 2024**. Candidates will then be screened and those selected for further consideration in the CAM Program will be contacted to schedule an interview. Candidates will be interviewed in mid May to early June by the Coordinator of the CAM Program. The final selection for the coming academic year will be completed in the beginning of June 2024.

CAM appointments are made for 10 months, generally at 50% time, under the payroll title of Graduate Tutor (Tutor-GSHIP). The pay rate is **\$24.20** per hour for individual mentoring and **\$29.20** per hour for group mentoring (could be subject to small change in the Fall.) The appointment is eligible for full fee remission and GSHIP as long as eligibility is maintained by the employee. This position is represented by the Academic Student Employee agreement between the University of California and the International Union, United Automobile Aerospace and Agricultural Implement Workers of America (UAW) 2865 and is subject to all terms of the agreement.

The CAM appointment begins September 3rd, 2024 and ends June 30th, 2025. Mandatory training takes place during September 3rd through September 20th, 2024 and will equip new CAMs with knowledge of Letters and Science deadlines, rules and regulations, resources, as well as with the interpersonal skills necessary to carry out CAM duties. It is imperative that new CAMs are available 9:00am-1:00pm September 3rd, 2024 through September 20th, 2023 in order to participate in training. Upon completion of training CAMs will work 20 hours a week at College Academic Counseling in A-316 Murphy Hall and remotely to provide advising for entering and continuing undergraduate students. CAMs may be asked to provide advising in other departments and at other locations across campus.

Qualifications

1. Experience working with people, excellent interpersonal skills, self-motivated and mature. Ability to work with undergraduates from diverse backgrounds and with various levels of academic preparation. Previous advising and/or teaching assistant experience is desirable but not necessary.
2. Meet the academic apprentice appointment and fee remission minimum requirements of full-time registered UCLA graduate student status (minimum 12 units per quarter) in good standing (minimum 3.0 overall GPA) and making normal progress toward degree for the duration of the CAM appointment. Graduate students enrolled in self-supporting programs are not eligible for fee remissions for this position.
3. This position is subject to the UCLA Graduate Division Academic Apprentice Personnel Manual policies (<https://grad.ucla.edu/gss/appm/aapmanual.pdf>) including the ASE maximum length of employment policy (hold ASE titles for no more than four academic years (12 academic quarters and by approved exception only following advancement to doctoral candidacy, no more than 18 quarters).
4. Applicants should have fewer than 12 quarters of prior graduate student Academic Student Employee (ASE) employment as of the end of Spring 2024. Graduate students with 18 or more ASE quarters of prior employment as of the end of Spring 2024 are NOT eligible for these positions. ASE titles include reader, special reader, tutor, teaching assistant, teaching associate, teaching fellow. For those applicants with 12 or more ASE quarters of prior

employment as of the end of Spring 2024, or who will reach 12 or more quarters during the AY 24-25, are subject to requesting exceptions to exceed 12 ASE quarters of employment and must have advanced to doctoral candidacy at time of request, which must be approved by student's home academic program department or the UCLA Graduate Division for exception exceeding 15 ASE quarters.

5. Be able to work at 50% time (20 hours/week) and not have any campus employment restrictions due to financial awards, fellowship awards, funding or academic programs requirements or restrictions.

For more information regarding this employment opportunity for graduate students, please contact

Marritt Cafarchia

Center for Academic Advising in the College, UCLA College of
Letters and Science A-316 Murphy Hall
Los Angeles, CA 90095-1430

Email: mcafarchia@college.ucla.edu

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination and Affirmative Action Policy – <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

COLLEGE ACADEMIC COUNSELING

COLLEGE ACADEMIC MENTOR (CAM) - DESCRIPTION OF RESPONSIBILITIES

2024-2025

College Academic Mentors will be expected to:

- Mentor first-and second-year students on an individual and group basis to assist them in navigating College policy, procedure, and opportunities as they relate to their selected curriculum, study list, proposed or declared major and related fields of study, research opportunities and interests, engagement with faculty and teaching assistance, and furthering their education in graduate or professional school.
- Assist undergraduate students on an individual and group basis in successfully navigating a large research university and improving their experience with various academic, social and professional opportunities available both on- and off-campus. Mentors will draw upon their relevant experience, research methodologies, and academic disciplines in relation to established and emerging academic advising theory and best practices.
- Provide guidance on an individual and group basis to third-and fourth-year students on graduate school preparation including reviewing necessary coursework, identifying and obtaining relevant research experience, establishing professional relationships with faculty, application review, obtaining letters of recommendation, and other relevant topics. Assist students in assessing the suitability of graduate or professional education in the context of their defined goals.
- In coordination and training with the UCLA Career Center, provide review of documents required for professional or graduate school including resume or curriculum vitae, statement of interest or other relevant statements, and required application materials.
- Perform intake academic advising and screening at the College Academic Counseling information window, virtual drop-in sessions, and message center as assigned; provide information and appropriate referrals to campus services focused on undergraduate achievement.
- Offer workshops and group advising on topics relating to retention and persistence in academic disciplines, identifying and pursuing research opportunities, meaningful engagement with faculty, preparation for examinations, effective studying skills, and productivity as it relates to academics at UCLA.
- Serve as liaison to undergraduate and graduate departments/schools and the College to assist undergraduates in navigating policies, proper procedures, options, and necessary academic support.
- Provide advising support and coordination with student and campus programs such as New Student and Transition Programs, the Career Center, PEERS, AAP, Residential Life, Transfer Center, Bruin Resource Center, Family Weekend, and Alumni Weekend as needed.
- Promote academic retention and persistence by directing students with structured and informed referrals to campus resources such as College Academic Counseling, AAP, Honors, Counseling and Psychological Services, the Career Center, the Center for Accessible Education, MyUCLA Message Center etc.
- Publicize CAM activities and workshops with campus organizations and units.
- Contribute to the development of the College Academic Mentors program through independent and collaborative efforts with other mentors and staff members.
- Miscellaneous College Academic Mentor Program duties as needed.
- As assigned, participate in campus-wide events focusing on student success.
- Attend weekly CAM staff meetings and training. Training includes initial instruction from 9:00am-1:00pm September 3rd through September 20th, 2024 as well as on-going weekly update training throughout the year.