

## 2024-2025 OAE Academic Mentor Program Overview

In alignment with the University and the Department of Intercollegiate Athletics (DIA), The Office of Academic Excellence (OAE) provides strategic programming and services that promote degree attainment and holistic student-athlete development. OAE supports the unique needs of each student-athlete by providing services in the areas of academic support, academic advising, student-athlete development, and student services. Our student-centered approach empowers student-athletes to maximize their educational experience while developing as independent, self-reliant and successful young adults.

### Academic Mentor Position

Salary:	\$23.90 per hour
Start Date:	September 10, 2024
Department Name:	Department of Intercollegiate Athletics (DIA)
Job Summary Statement:	The OAE Academic Mentor Position provides exposure to academic support services, academic counseling, NCAA continuing academic eligibility rules, and athletics administration. In collaboration with the Associate Directors of Student-Athlete Success, Learning Specialists, College Academic Counselors, and Eligibility Team, this position provides one on one mentoring to student-athletes participating in academic support services. Our services are targeted towards supporting student-athletes in areas such as analytical reading and writing, course load management and organizational, time management, studying and exam preparation, program planning and course selection, utilizing campus resources, and goal setting. By providing an integrated and immersive experience, Academic Mentors will receive professional development training and valuable feedback on their growth and demonstration of essential professional skills.
Hours Required:	Up to 15-20 hours per week, must be able to work Monday through Friday with availability between the hours of 8am – 6pm.
Application Deadline:	Interview and make hiring decisions will be on a rolling basis.

### Required Qualifications:

- Bachelor's Degree
- Outstanding interpersonal and verbal communications skills to articulate and report academic expectations and progress; and the use of correct spelling, grammar, and punctuation in written communication
- Must be self-directed and able to effectively prioritize and handle multiple tasks subject to frequent interruptions
- Ability to work collaboratively in situations that may be time sensitive or otherwise highly pressured, with a variety of individuals including students, academic personnel, and staff
- Must be able to attend in-person training sessions.
- Offer of employment is contingent upon obtaining positive results from a pre-employment background screening.
- Employment is contingent upon the ability to provide appropriate identification documents to satisfy the Employment Eligibility Verification (I-9) Form at the time of hiring as outlined: [here](#)
- Upon hire, UCLA students and staff are required to self-attest to being up to date with their COVID-19 vaccinations or to affirmatively decline vaccinations within the [UCLA COVID-19 Action Center](#). ([More info Here](#))

### Job Requirements:

- Ability to work up to 15-20 hours in-person, on campus at UCLA for duration of the academic year beginning Tuesday, September 10, 2024 and ending June 13, 2024 (with the possibility of being extended for the following academic year).
- If Covid-19 protocols dictate the need for remote work, you must have access to a private and professional workspace including but not limited to desks, chair, computer with stable internet connection, camera and private audio capabilities to complete job requirements. A work-issued laptop will be available while working on campus
- Assist student-athletes in developing as competent, confident, and self-sufficient learners by fostering academic skills development, promoting critical thinking, and encouraging the utilization of campus resources across the University
- Maintain a regular schedule of recurring mentoring meetings as assigned
- Assess and report on student-athletes' progress and foster academic accountability
- Participate in all mandatory initial, ongoing training and professional development sessions as scheduled by OAE and DIA
- Perform general administrative tasks as needed and complete various projects as assigned by supervisors
- Learn and follow all department policies, university standards of academic integrity, applicable NCAA Bylaws, and confidentiality agreements

### Benefits include:

- Career Development Workshops
- Staff Networking Events
- Professional Development Trainings

### Benefits do not include:

- Paid University holidays & closures
- Parking (available for purchase) or Housing
- Course credit through UCLA
- Medical, dental, or vision benefits
- Sponsorship for conferences

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Interviews will be held in person in the J.D. Morgan Center on UCLA's Campus. Candidates outside of an 80-mile radius from campus may be eligible for a zoom interview, however, in person interviews are preferred. We will interview and make hiring decisions on a rolling basis. We highly encourage early applications as positions fill quickly. Candidates applying for the 2024-2025 academic mentor position must commit to the FULL appointment of the academic year.

All applications must include the following materials:

1. Cover letter
2. Resume
3. Official or unofficial undergraduate and graduate (if applicable) academic transcript(s)

All application materials (items 1-4) are to be submitted through the application [link](#) as a single PDF document titled "Your Last Name, Your First Name.pdf".

Any questions regarding the application or the application process should be directed to:

**Office of Academic Excellence**

[oea@athletics.ucla.edu](mailto:oea@athletics.ucla.edu)

UCLA is an Equal Opportunity/Affirmative Action Employer, and Intercollegiate Athletics has a strong commitment to the achievement of excellence and diversity among its coaches and staff. 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](#)