Graduate Student Facilitator position
Engineering Transfer Student Bridge Program
UCLA Samueli Engineering

The UCLA Henry Samueli School of Engineering and Applied Science is inviting engineering graduate students to apply to be a Graduate Student Facilitator for the inaugural year of the UCLA Engineering Transfer Student Summer Bridge Program. As our Graduate Student Facilitator, you will get paid to design curriculum modules for a 2 week bridge program that includes classroom content focused on C++ and Matlab as well as work on a team with undergraduate mentors to lead a small technical project.

The Transfer Student Summer Bridge Graduate Student Facilitator position is an excellent opportunity to impact the experience of incoming transfer students who have taken the arduous journey through community college to UCLA Samueli. It is a GREAT opportunity to gain experience developing and teaching classroom curriculum, leading and managing a technical project team, and mentoring a cohort of students. Finally, this is an opportunity to supplement your income over the summer.

About our Program
The Bridge Program will provide an opportunity for select incoming transfer students to gain a competitive-edge in transitioning to UCLA Engineering, build a solid foundation that enables them to make the most of their UCLA Samueli experience, and level the ‘playing field’ in landing their first job or applying to graduate school after graduation.

Program Dates & Logistics:
2 weeks - September 4 – 18 (additional prep time required – see below)
10 AM – 7PM (tentative)
50 incoming transfer students (all majors)

Positions:
2 Graduate student facilitators
6 Undergraduate mentors

Supervisors:
Greg Pottie, Ph.D., Professor & EE Department Chair, Transfer Student Summer Bridge Faculty Director
Wes Uehara, Community College Outreach Coordinator, Transfer Student Summer Bridge Program Director

Components:
1. C++ and Matlab mock-classroom experience (universal content for all engineering majors).
   a. Led by Graduate Student Facilitators w/ support from Undergraduate Mentors
2. Short technical design project
   a. Led by Undergraduate Mentors, w/support from Graduate Student Facilitators
   b. Must utilize engineering design skills,
   c. Must include iterative design loop,
   d. Must include working on teams.
3. Professional development focused on 1st year success & networking opportunities
   a. Led by Program Director w/ support from Undergraduate Mentors & Graduate Student Facilitators

The overall goal of this program is to help incoming transfer students develop the skills necessary to perform in their classes in year 1. The boot camp setting will help familiarize them with the rigor of UCLA Engineering classes while introducing curriculum that they will learn during their first year. Solving problems together and networking with others in their cohort will provide them the resources to develop study groups in their first quarter. Finally, providing them with information on resources provided by the eTransfer Center and other student organizations will help them to more effectively access and connect once school starts.
About the Position

Compensation:
$2070 - July – August | 4 hours/week - Weekly planning meeting + curriculum development
August 27 - 30 | 6 hours/day - Program prep (setting-up shop)
September 4 – 18 | Duration of Bridge Program (w/ morning and afternoon prep)
September 19 & 20 | 6 hours/day - Clean-up & evaluation

Job Duties & Responsibilities:

Planning & Prep:
1) Attend planning meetings through the summer to prepare for the program.
2) Under the guidance of the Faculty and Program Director, work with co-Graduate Student Facilitator to develop curriculum for the Mock-classroom experience (Matlab & C++) and activities.
3) Author lessons, learning tools (powerpoint, video-tutorial, hands-on work), assignments (weekend homework) and skill-acquisition tools (mock-exams, daily/weekly competitions, etc.).
4) Work with Directors to select & train Undergraduate Mentoring Team.
5) Work with Undergraduate Mentors to develop technical design projects, prototype concept, compose lesson plans for skills workshops for technical project, and develop culminating design competition/exhibition.
6) Prep materials and workspace for program, including preparation of SOPs, safety instructions, etc.

Delivery:
1) Attend and assist with all Summer Bridge Program functions and activities; including:
   a. Planning meetings & undergraduate mentor trainings (if applicable), program prep, welcome & orientation, delivery of Bridge program, lunch workshops, final culminating event & awards ceremony, and clean-up and evaluation.
2) Delivery of curriculum content and instruction to program participants.
3) Supervise Undergraduate Mentors and communicate needs/concerns with Program Directors.
4) Manage classroom space & maintain safety protocols.
5) Track project expenses and order materials/parts for projects.
6) Provide general guidance and mentorship to participants.
7) Participate in workshops covering the UCLA experience.
8) Provide feedback and assessment of students’ experiences to program supervisors.

Pre-requisites/requirements:
1) Proficiency in C++ and/or Matlab.
2) Must be able to fulfill all job duties and responsibilities; including attending all program events and have no other commitments during scheduled activities. Please check your schedule for availability.
3) Ability to identify and manage project deliverables, set a timeline, meet benchmarks, and evaluate outcome.
4) Incumbent should have excellent oral and written communication skills and ability to work well with students, faculty, and staff.
5) Passion for teaching and genuine interest in helping younger students learn.
6) Ability to identify and address individual student needs.
7) Serve as a role-model and provide overall guidance to undergraduate mentors and participants.
8) Understanding of undergraduate engineering pathways, experiences, and challenges in the US and UCLA.
9) Ability to go above and beyond in a fast-paced, continually changing environment.
10) Incumbent should have a strong attention to detail and produce high-quality artifacts.
11) Must be a continuing graduate student – enrolled in Fall 2018.
12) Minimum cumulative 3.0 GPA required.

Preferred:
1) Experience using C++ and/or Matlab to solve-engineering problems.
2) Previous experience authoring curriculum content.
3) Previous experience in teaching, working, mentoring, and motivating students.
4) Previous transfer student from a local community college and/or understanding of the transfer student experience and challenges.
5) Experience in teaching, engineering research, setting benchmarks, developing prototypes.
6) Experience working with traditionally under-represented communities in STEM (female, ethnic minority, 1st gen, non-traditional returning students, low-income)
7) Familiarity with UCLA resources and services.

Application Process & Deadline

1) Submit to Wes Uehara, wuehara@seas.ucla.edu, by Friday, June 22, 2018:
   a. Resume & cover letter – please include:
      i. Any experience that evidences your ability to accomplish the aforementioned job duties/requirements.
      ii. An explanation as to why you are interested in this position and working with these students.
   b. Letter of recommendation and/or list of references.
   c. Available hours for interviews (M – F between 8 AM and 6PM) in the week of June 25th.

If you have any questions or concerns regarding the application, position, or program, please email Wes Uehara, Transfer Bridge Program Director, at wuehara@seas.ucla.edu.