



Envision and Graduate Pipeline Programs GSR

**Position:** Graduate Research Researcher (50% GSR position)

**Program Description:** The Graduate Preparatory Programs Unit in Graduate Studies at UC Davis aims to develop pipelines for students to get involved in research and pursue a graduate degree. Graduate preparation programs (Guardian Professions Program, McNair and UC LEADS), UCDGAP and Envision UC Davis program are housed and managed by the unit. Envision UC Davis enables California's most promising grad school hopefuls to develop an understanding and appreciation of graduate education by spending a weekend on the UC Davis campus. Envision UC Davis and the graduate pipeline programs seek to eliminate the barriers that prevent underrepresented students from successfully entering and completing graduate school, and encourages participation from individuals who have perspectives or experiences of groups who are historically underrepresented in higher education.

**Position Summary:** The responsibilities of this position are three-fold and consist of administrative duties, coordination and evaluation of program activities. The GSR will report to the Executive Director of Graduate Pipeline Programs and Outreach.

*Administrative Duties (40%):* The Envision UC Davis and Graduate Programs GSR will be responsible for administrative duties that assist in the outreach and recruitment activities for the Graduate Preparatory Programs Unit. Specific responsibilities include:

- preparing and managing email list and email outreach campaigns
- communicating with potential UC Davis graduate students, graduate program faculty and staff at UC Davis and at partner universities and colleges
- preparing reports that outline the activities and outcomes of the unit
- managing list of recruitment partners and other pipeline programs in California and nationwide

*Coordination (40%):* The GSR provides assistance with coordinating meetings with Graduate Studies staff, graduate program staff, faculty and prospective graduate students. The GSR will assist with coordination of events, timelines and tasks surrounding the outreach and recruitment and associated planning events. The GSR will be expected to attend the Envision and Graduate Preparatory Programs planning meetings.

*Evaluation (20%):* The GSR will gather summative and formative data on the outcomes of unit activities. The data will help direct the goals of the unit and provide direction for future outreach and recruitment activities.

**Minimum Qualifications:** Knowledge of graduate school admission requirements and how to research graduate programs across the country. Familiarity with academic and social challenges that confront underrepresented, first generation, and low-income students. Strong communication skills with a variety of audiences including staff, faculty, students and administrators. Computer skills, including Word, Excel, PowerPoint, and proficiency in collaboration platforms such as Canvas, Google Drive, Slack, Box, and Doodle.

Graduate students that participated in graduate preparatory programs (CAMP, McNair, LSAMP, UC LEADS...etc.) or are knowledgeable about the programs are highly encouraged to apply.

**To apply:** Email CV and cover letter to [envision@ucdavis.edu](mailto:envision@ucdavis.edu). The first review of applications will take place November 30th.