

Scholarship Opportunities Program Call for Applications: Scholarship Opportunities Program Graduate Fellow

The Scholarship Opportunities Program (SOP) is currently accepting applications for a Scholarship Opportunities Program Graduate Fellow for the 2023-2024 academic year (plus summer, pending funding confirmation). The application is open to currently enrolled UCI graduate students, with a submission deadline of **noon, Friday, Aug. 11, 2023**.

General Description:

The SOP Graduate Fellow provides a quarterly stipend of up to \$2500 and is renewable across the full academic year of 2023-2024, including the summer of 2024 (pending funding confirmation). This Graduate Fellow position is held in addition to any TA or GSR position the graduate student has, as it does not provide tuition remission or cover fees. If selected, the candidate will ideally commit to the Graduate Fellow Program until the end of the Summer 2024 Quarter. Pending available funding, the SOP Graduate Fellow is a flexible program, with the stipend scaling from a minimum of 10 hours per week per quarter of project time for roughly \$2500 per quarter, all the way up to a maximum of 20 project hours per week per quarter for \$5000 per quarter.

Being an SOP Graduate Fellow is intended to provide important professional development experience in all aspects of SOP program administration, including advising, program administration and assessment, and research/data analysis. Projects may include assisting the SOP director and the unit administrative coordinator with helping develop and maintain the SOP website, supporting and mentoring undergraduate student advisors, participating in projects and programming activities that support outreach, advising, and recognition on the UCI campus, and—depending upon the Graduate Fellow’s background and interests—collaborating with the SOP Director on research projects for the SOP. Additional projects may include creating and facilitating in-class presentations and special topic workshops, drafting handouts and other resources, and representing the SOP at events like the Anteater Involvement Fair, the International Education Fair, the First-Gen Student Success Fair, etc.

Required & Preferred Qualifications:

The required qualifications for consideration of this fellowship include:

- One year or more of prior teaching, tutoring, or advising experience with undergraduate students and recent alumni (within 1 year of graduation)
- Excellent communication skills, both oral and written
- Excellent ability to work collaboratively in a team environment.

UCI Scholarship Opportunities Program

Candidates must be in good academic standing. The SOP sees a wide array of students from diverse academic, cultural, and linguistic backgrounds. For that reason, we are particularly interested in candidates who have experience in one or more of these areas:

- Multilingual writing and communication
- Grant writing
- Science, technical, business, and/or legal writing and communication
- Multimodal/multimedia and online writing/communication instruction
- Supporting students from underrepresented and minority groups, adult learners, and/or students with disabilities

Additionally, candidates will preferably have experience and/or an active interest with teaching, mentorship, and/or administration in one or more of the following:

- Writing and communication centers
- Writing across the curriculum/writing in the disciplines
- Scholarship advising offices
- Student tutorial and/or support services

Application Materials:

Applications consist of:

- A 1-2 page cover letter describing your relevant qualifications and experience, along with an explanation of how you see the position fitting into your professional development and future plans
- CV (including contact information for at least 2 references)
- Writing sample
 - A 1-2 page Personal statement from your Graduate Application
 - A 1-2 page Statement of Grant Purpose from scholarship or grant application (optional yet preferred)

Questions and applications should be addressed to the SOP Director Dr. Rose Jones and submitted to rjones@uci.edu, cc to Yousif.a@uci.edu. Upon submission of your complete application, you will receive a confirmation email and details about the next steps in the application process, including an interview with SOP professional staff.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer [advancing inclusive excellence](#). All qualified applicants will receive consideration for the fellowship without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.