



GRADUATE COORDINATOR AGREEMENT
TIMESTEP RESEARCH APPRENTICESHIP 2024-25

The TIMESTEP Research Apprenticeship Program is designed to enhance the undergraduate education of UA STEM majors and strengthen their professional networks. The Graduate Coordinator (GC) serves as the primary point of contact for participating students, and as the liaison between the Program Coordinator (PC), student interns, and research group team.

Time Commitment: Work 4-5 hours avg / week for 12 weeks each semester

- Attend weekly team meeting, time TBD based on everyone's schedules = 1 hour weekly
- Prepare for and lead the weekly workshop (Fridays 1:00 - 2:30) 3-4 times per semester.
Preparation = 2-3 hours, Session = 1.5 hours

Fall semester:

- August 30- all GCs attend
- September 6, 13, 20, 27
- October 4, 11, 18, 25
- November 1, 8, 15, 22

Spring semester:

- January 24, 31
- February 7, 14, 21, 28
- March 21, 28
- April 4, 11, 18, 25

- Meet with each student on your team (4-5 students) for approximately 15-20 minutes bi-weekly, time TBD based on your schedule = 30-60 minutes per week
- Additional work, variable hours:
 - Plan schedule of workshop activities with leadership team
 - Follow up on students' needs or communication with their faculty mentor
 - Attend one lab meeting per semester with the students on your team
 - Assist with TIMESTEP meetings 1 time per semester- Wednesdays 5:00-6:30 pm, reviewing research or internship applications
 - Support students on your team to prepare a poster for the spring symposium in April
 - Attend the TIMESTEP Research Apprenticeship Symposium in April, 2025

Responsibilities

TIMESTEP expects that the graduate coordinator (GC) will:

- Assist in teaching technical skills and research preparedness to undergraduate participants

- Provide mentoring for a team of 4-5 undergraduate students throughout the program to ensure a positive experience,, via:
 - bi-weekly, 1:1 in person or online meetings
 - online surveys at the beginning and end of each semester
 - email/Slack communication
- Collaborate with the PC and students to administer and retrieve all necessary forms and reports
- Provide guidance to interns on professional skills used in a research team- communication, teamwork, leadership, etc.
- Coach students to prepare presentations of their work for group meetings or the final symposium.
- Attend weekly online team planning meetings led by the PC
- Provide feedback to the PC and program evaluator to assist in improving the program
- Provide a minimum of 2 weeks' notice if you are unable to fulfill the position for the agreed upon time period.

Graduate coordinator (GC) expects that TIMESTEP will:

- Pay a \$3000 stipend for the agreed upon work, to be distributed in two increments via the GC's Bursar's account, one payment at the end of each semester. The payments are contingent upon successful completion of the above expectations. Feedback and specific steps to improve performance will be provided to any GC that is not meeting expectations.
- Provide comprehensive training on effective mentoring, the TIMESTEP Research Apprenticeship Program, and GC expectations.
- Engage in regular check-ins to ensure the GC has all of the resources needed to be effective.
- Include the GC in the broader TIMESTEP community through other TIMESTEP events and online networks (ex. LinkedIn).
- Provide letters of recommendation on request, assuming satisfactory performance and engagement per above.
- Provide mentoring during the service time with ongoing support afterwards.

Printed name _____

Signature	Date	Student ID #