

# CENTER FOR COMMUNITY COLLEGE PARTNERSHIPS

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## Information for Prospective Student Staff:

### Important Dates

#### Residential Summer Positions (staff moves in a day before):

- SITE PLUS: June 20– July 29
- NPI SITE: July 10-15
- STP: July 10-15
- Undocu-SITE: July 24-26
- ELAC SITE PLUS: July 30– August 19
- ELAC SITE: July 31-August 5

#### Non-Residential Summer Positions:

- ELAC SITE LITE: July 16
- SITE LITE: August 20
- Office: June-September

#### Mandatory Summer Training:

June 14-17, 2016

#### Summer Application Deadline:

April 15, 2016

#### ACADEMIC YEAR (AY) POSITIONS

Peer Mentoring :Sept. '16-June '17

Office Assistant: Sept. '16-June '17

#### AY Training:

Fall 2016: Sept. 15, 16, 19, 20

Winter 2016: Jan 13

Spring 2016: April 7

#### AY Meetings:

Tuesdays, 6-8 PM, Weeks 1-9

#### AY Application Deadline:

September 1, 2016 and until  
positions are filled

## CCCP Mission

UCLA'S Center for Community College Partnerships (CCCP) develops and strengthens academic partnerships between UCLA and California community colleges. Through a multi-faceted approach with efforts at the student, faculty, and administrative levels CCCP works to increase the academic preparation and competitiveness for community college transfer students, particularly those who are first generation, low-income or underrepresented. CCCP also helps community colleges to develop a transfer sending culture, and the University to develop a transfer receiving culture.

## General Requirements

Student staff play a key role in the success of our programs and we are looking for energetic student leaders who can be role models for a diverse group of students from all over California.

**MUST** be a current UCLA student in good academic standing.

**MUST** be able to work well with others in a multicultural diverse and fast-paced environment.

**MUST** be familiar with the transfer process, UCLA and community college resources.

**MUST** be able to work some evenings, weekends for two-hour blocks or longer.

**MUST** have outstanding leadership and multi-tasking skills.

**PREFERRED** to have work-study.

**MUST** be able to attend training, scheduled meetings and complete assigned readings.

**PREFERRED** to have completed a year at UCLA.

**MUST** stay in Residence Halls for the entire duration of the programs that require it.

**PREFERRED** that you have transferred from a California Community College

**MUST** be able to attend staff meetings. Summer Program Meetings vary. Academic Year Meetings are every Tuesday 6-8 PM, weeks 1 through 9.

If employed, **MUST** satisfactorily complete a criminal background check since the position is a critical designated position in accordance with Personnel Staff Policies 21.

**This is non-negotiable.**

## Application Instructions

Please take a moment to read about the programs on the next page since each program targets different students, has different requirements and demands different skills. Make sure to check the program(s) in which you are interested and/or are able to work. We will try to accommodate your selection(s) but cannot guarantee your first choice. Please complete the application **ONLINE** (<http://www.aap.ucla.edu/c-c-c-p/cccp-sw-application/>) by **5PM on the due date**.

Returning student staff are required to complete each section **EXCEPT where instructed not to**.

New student staff must complete the entire application and submit short essay responses to the following questions:

- A) What is the role of community colleges in diversifying higher education?
- B) Discuss key skills that you possess that will make our team work more effectively.
- C) What specific concerns do transfer students have and how would you address them?

## 2016 CCCP Scholars Summer Programs

Program	Description	Dates	Residential	Notes
<a href="#">SUMMER INTENSIVE TRANSFER EXPERIENCE PLUS (SITE+)</a>	<b>SITE+</b> is a 6-week commuter program where students complete a regular summer sessions course, sponsored by UCLA's Office of Summer Sessions & Special Programs. SITE+ covers the cost of the course and books. Must be able to participate in the supplementary activities that provide advising on the UC application and personal statement. One year CCCP Peer Mentoring experience preferred.	June 20– July 29	No	Part-time during the week of the program and some hours prior to the start of the program.
<a href="#">NATIVE &amp; PACIFIC ISLANDER SUMMER INTENSIVE TRANSFER EXPERIENCE (NPI SITE)</a>	<b>NPI SITE</b> is a 6-day residential program that prepares students to be engaged, proactive advocates of their own transfer educational goals. NPI SITE will prepare students for research, career exploration and writing with a focus on the Native American and Pacific Islander experiences, and will explore the role higher education for Native and Pacific Islander students.	July 10-15	Yes	Full-time during the week of the program and some hours prior to the start of the program.
<a href="#">SUMMER TRANSFER PROGRAM (STP)</a>	<b>STP</b> is a 6-day resident program where students receive individualized advising on the UC Application and personal statement. Program participants are introduced to research, university writing, and support programs. The program focuses on the history of and resources available to African American students.	July 10-15	Yes	Full-time during the week of the program and some hours prior to the start of the program.
<a href="#">UNDOCUMENTED SUMMER INTENSIVE TRANSFER EXPERIENCE (UNDOCU-SITE)</a>	<b>UNDOCU-SITE</b> is a three-day, residential program where students learn to navigate the community college system to transfer successfully to the University of California. Focus on the history, educational pipeline and resources available to AB540/Undocumented communities.	July 24-26	Yes	Full-time during the week of the program and some hours prior to the start of the program.
<a href="#">ELAC SUMMER INTENSIVE TRANSFER EXPERIENCE LITE (ELAC SITE LITE)</a>	<b>ELAC SITE LITE</b> is a one-day, all-day introduction to the CCCP Scholars Program, transfer requirements, campus tour, career and graduate school information, the educational pipeline and social justice, and tips for success at East Los Angeles College.	July 16	No	Staff selected from other summer programs.
<a href="#">ELAC SUMMER INTENSIVE TRANSFER EXPERIENCE PLUS (ELAC SITE PLUS)</a>	<b>ELAC SITE PLUS</b> is a three-week residential program; students complete an ELAC 3-unit course, while receiving individualized advising on the UC application and personal statement. Introduction to research, University writing, and support programs.	July 30– August 19	Yes	Full-time during the weeks of the program and some hours prior to the start of the program.
<a href="#">SUMMER INTENSIVE TRANSFER EXPERIENCE LITE (SITE LITE)</a>	<b>SITE LITE</b> is a one-day, all-day introduction to the CCCP Scholars Program, transfer requirements, campus tour, career and graduate school information, the educational pipeline and social justice, and tips for success at the community college.	August 20	No	Staff selected from other summer programs.
<a href="#">ELAC SUMMER INTENSIVE TRANSFER EXPERIENCE (ELAC SITE)</a>	<b>ELAC SITE</b> is a 6-day residential program; students learn to navigate East Los Angeles College to transfer successfully to the University of California. Focus on the educational pipeline through graduate school.	July 31- August 5	Yes	Full-time during the week of the program and some hours prior to the start of the program.
<a href="#">SUMMER OFFICE ASSISTANT</a>	<b>Office assistants</b> are responsible for special projects and providing general office support; answering phones; greeting visitors; maintaining data, files, office calendars, supplies, and photocopying. They are also responsible for providing support to all CCCP Summer programs. One year CCCP Peer Mentoring experience preferred.	June– September	No	Excellent office, phone, filing, & computer skills required. Ability to maintain database.

## 2016 - 2017 Academic Year Programs

Program	Description	Dates	Car req	Notes
<a href="#">Peer Mentoring Program</a>	The Peer Mentoring Program is a partnership between UCLA and community colleges in the LA area and part of the CCCP Scholars Program. This position is an off-campus assignment. Peer Mentors will be placed at a specific campus and will work out of the transfer/university center. Additionally, peer mentors will be expected to collect data, maintain a database and follow up with assigned student cohorts. The peer advisors will develop strategies to motivate students to consider transfer as a viable option and to relate personal experiences in transferring from a community college to the UC system. Other duties as assigned. Minimum of 10 hrs. per week.	September 2016- June 2017	Yes	Have transportation, excellent presentation, interpersonal skills; ability to work independently & maintain database.
<a href="#">CCCP Scholars Program Assistant</a>	The <b>CCCP Scholars Program</b> is a year long program that includes summer and academic year activities for prospective transfer students. The program assistants will aid in the planning and outreach including presenting at high schools, community colleges, and special events throughout the academic year. Additionally, assistants will conduct phone calling of past participants, update and maintain a database, plan and implement Saturday Academies, workshops and conferences and other duties as assigned. One year CCCP Peer Mentoring experience preferred. Minimum 10 hrs per week.	September 2016- June 2017	No	Excellent computer, presentation, interpersonal skills; ability to work independently & maintain database.
<a href="#">Office Assistant</a>	<b>Office assistants</b> are responsible for special projects and providing general office support; answering phones; greeting visitors; maintaining data, files, office calendars, supplies, and photocopying. They are also responsible for providing support to all CCCP programs. Will be required to work on special events, conferences and Saturday Academies. Other duties as assigned. One year CCCP Peer Mentoring experience preferred. Minimum 10 hrs per week.	September 2016- June 2017	No	Excellent office, phone, filing, & computer skills required. ability to maintain database.