

Important Dates



Residential Summer Positions

(staff moves in a day before):

- **SITE PLUS:** June 24-August 3
- **FOSTER YOUTH:** June 28-July 1
- **PARENTING SITE:** June 28-July 1
- **NPI SITE:** July 7-July 12
- **STP:** July 7-July 12
- **MEN OF COLOR:** July 21-July 26
- **UNDOCU-SITE:** July 21-July 26
- **ELAC SITE PLUS:** July 28-August 15
- **CLASSIC SITE:** August 4-August 8
- **STEM SITE:** August 4-August 8

Non-Residential Summer Positions:

- **SITE LITE:** Session 1: August 18
- **SITE LITE:** Session 2: August 25
- **OFFICE:** June-September

Mandatory Summer Training:

June 19-22, 2018

Summer Application Deadline:

May 11, 2018

Academic Year (AY) Positions:

PEER MENTORING: Sept. '18-Jun. '19

OFFICE ASSISTANT: Sept. '18-Jun. '19

AY Training:

Fall 2018: Sept. 20, 21, 22, 24 & 25

Winter 2019: Jan 11

Spring 2019: April 5

AY Meetings:

Tuesdays, 6-8 PM, Weeks 1-9

AY Application Deadline:

August 31, 2018

UCLA Center for Community College Partnerships



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.

<ul style="list-style-type: none"> • MUST be a current UCLA student in good academic standing. 	<ul style="list-style-type: none"> • MUST be able to work well with others in a multicultural diverse and fast-paced environment.
<ul style="list-style-type: none"> • MUST be familiar with the transfer process, UCLA and community college resources. 	<ul style="list-style-type: none"> • MUST be able to work some evenings, weekends for two-hour blocks or longer.
<ul style="list-style-type: none"> • MUST have outstanding leadership and multi-tasking skills. 	<ul style="list-style-type: none"> • PREFERRED to have work-study.
<ul style="list-style-type: none"> • MUST be able to attend training, scheduled meetings and complete assigned readings. 	<ul style="list-style-type: none"> • PREFERRED to have completed a year at UCLA.
<ul style="list-style-type: none"> • MUST stay in Residence Halls for the entire duration of the programs that require it. 	<ul style="list-style-type: none"> • PREFERRED that you have transferred from a California Community College.
<ul style="list-style-type: none"> • MUST be able to attend staff meetings. Summer program meetings vary. Academic year meetings are every Tuesday 6-8 PM, weeks 1 through 9. This is non-negotiable. 	<ul style="list-style-type: none"> • If employed, MUST satisfactorily complete a criminal background check since the position is a critical designated position in accordance with Personnel Staff Policies 21.

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 5 PM 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:

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

Contact Info



2211 Campbell Hall, Box 957176

Los Angeles, CA 90095-7176

Tel: (310) 267-4441

Fax: (310) 267-4446

cccp@college.ucla.edu

www.cccp.ucla.edu

Office Hours: M-F 9AM-6PM

Program	Description
SUMMER INTENSIVE TRANSFER EXPERIENCE PLUS (SITE+) JUNE 24-AUGUST 3	Six-week commuter program; students complete a UCLA summer sessions course, and receive individual advising on the UC application and personal insight questions. Introduction to research, university writing and support programs.
FOSTER YOUTH SUMMER INTENSIVE TRANSFER EXPERIENCE (FY SITE) JUNE 28-JULY 1	Three-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and
PARENTING STUDENT SUMMER INTENSIVE TRANSFER EXPERIENCE (PS SITE) JUNE 28-JULY 1	Three-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and
NATIVE & PACIFIC ISLANDER SUMMER INTENSIVE TRANSFER EXPERIENCE (NPI SITE) JULY 7-JULY 12	Five-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and
SUMMER TRANSFER PROGRAM (STP) JULY 7-JULY 12	Five-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and
MEN OF COLOR SUMMER INTENSIVE TRANSFER EXPERIENCE (MOC SITE) JULY 21-JULY 26	Five-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and
UNDOCUMENTED SUMMER INTENSIVE TRANSFER EXPERIENCE (UNDOCU-SITE) JULY 21-JULY 26	Five-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the history, educational pipeline and
ELAC SUMMER INTENSIVE TRANSFER EXPERIENCE PLUS (ELAC SITE PLUS) JULY 28-AUGUST 15	18-day residential program; students complete an ELAC 3-unit course while receiving individual advising on the UC application and personal insight questions. Introduction to research, university writing and support programs.
SUMMER INTENSIVE TRANSFER EXPERIENCE (CLASSIC SITE) AUGUST 4-AUGUST 8	Four-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to research, university writing and support programs. Focus on the educational pipeline through graduate
STEM SUMMER INTENSIVE TRANSFER EXPERIENCE (STEM SITE) AUGUST 4-AUGUST 8	Four-day residential program; students learn to navigate the community college system to transfer successfully to the University of California. Introduction to STEM research, university writing and support programs. Focus on STEM resources.
SUMMER INTENSIVE TRANSFER EXPERIENCE LITE (SITE LITE) SESSION 1: AUGUST 18 SESSION 2: AUGUST 25	One day, all-day; introduction to the CCCP Scholars Program, transfer requirements, campus tour, career and graduate school information, the educational pipeline, social justice and tips for success at the community college. Introduction to research, university writing and support programs.
SUMMER OFFICE ASSISTANT JUNE-SEPTEMBER	Office assistants 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

Job Title	Description
PEER MENTOR SEPTEMBER 2018-JUNE 2019	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. Transportation is required.
SCHOLARS PROGRAM ASSISTANT SEPTEMBER 2018-JUNE 2019	The CCCP Scholars Program 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. Transportation is not required.
OFFICE ASSISTANT SEPTEMBER 2018-JUNE 2019	Office assistants 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, Saturday Academies and other duties as assigned. One-year CCCP peer mentoring experience preferred. Transportation is not required.
MEDIA AND MARKING ASSISTANT SEPTEMBER 2018-JUNE 2019	The Media and Marketing Assistant is responsible for creating publications for the Center, including but not limited to, brochures, bookmarks, peer mentor and scholars manual, scholars handout, program fliers, and any other publication as requested by Professional Staff. In addition, the MMA is tasked with coordinating all social media outlets. This entails advertising and outreaching efforts through Twitter, Facebook, Instagram, and Snapchat accounts, as well as email; the MMA is responsible for marketing the Center's summer programs and events. Transportation is not required.
EVENTS COORDINATOR SEPTEMBER 2018-JUNE 2019	Events coordinator is responsible for providing assistance in scheduling, coordinating and implementing events sponsored and hosted by our office. The position requires attention to detail as well as the ability to work collaboratively amongst our office staff and our campus and community partners. Events coordinators will be responsible for maintaining a multi-user calendar. Individual should be able to work independently when necessary. Transportation is not required.
HIGH SCHOOL COORDINATOR SEPTEMBER 2018-JUNE 2019	HS Coordinator is responsible for leading our high school outreach efforts. This position requires coordination within our office staff and with high school and community partners or campus visits, site visits and tours. Must have excellent communication skills and individuals should be able to work independently and manage time efficiently. Transportation is preferred.