

## Important Dates



### Residential Summer Positions

(staff moves in a day before):

- **SITE PLUS:** June 24-August 2
- **NPI SITE:** July 7-July 11
- **STP:** July 7-July 11
- **PARENTING SITE:** July 19-July 21
- **STEM SITE:** July 21-July 25
- **UNDOCU-SITE:** July 21-July 25
- **ELAC SITE PLUS:** July 28-August 14
- **CLASSIC SITE:** August 4-August 8
- **MEN OF COLOR SITE:** August 4-August 8

### Non-Residential Summer

**FOSTER YOUTH SITE:** July 12

**SITE LITE 1:** August 17

**SITE LITE 2:** August 24

**OFFICE:** June-September

### Mandatory Summer Training:

June 18-21, 2019

### Summer 2019/AY 2019-2020

**Application Deadline:**

March 15, 2019

### Academic Year 2019-2020 Positions:

**PEER MENTOR**

**OFFICE ASSISTANT**

**CCCP SCHOLARS PROGRAM ASSISTANT**

**MEDIA & MARKETING ASSISTANT**

**EVENTS COORDINATOR**

**HIGH SCHOOL COORDINATOR**

### AY Training:

Fall 2019: Sept. 19, 20, 21, 23 & 24

Winter 2020: Jan 10

Spring 2020: April 3

### AY Meetings:

Tuesdays, 6-8PM, Weeks 1-9

## Contact Info



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

## 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** (<https://www.aap.ucla.edu/units/cccp/#join-our-team-and-peer-mentor-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?



# CCCP Summer Programs 2019



Program	Description
<b>SUMMER INTENSIVE TRANSFER EXPERIENCE PLUS (SITE+)</b> JUNE 24-AUGUST 2	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.
<b>NATIVE &amp; PACIFIC ISLANDER SUMMER INTENSIVE TRANSFER EXPERIENCE (NPI SITE)</b> JULY 7-JULY 11	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 resources available to Native American and Pacific Islander students.
<b>SUMMER TRANSFER PROGRAM (STP)</b> JULY 7-JULY 11	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 resources available to African American and Black students.
<b>FOSTER YOUTH SUMMER INTENSIVE TRANSFER EXPERIENCE (FY SITE)</b> JULY 12	One-day, all-day; 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 resources available to current and former foster youth.
<b>PARENTING STUDENT SUMMER INTENSIVE TRANSFER EXPERIENCE (PS SITE)</b> JULY 19-JULY 21	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 resources available to Parenting students.
<b>STEM SUMMER INTENSIVE TRANSFER EXPERIENCE (STEM SITE)</b> JULY 21-JULY 25	Five-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.
<b>UNDOCUMENTED SUMMER INTENSIVE TRANSFER EXPERIENCE (UNDOCU-SITE)</b> JULY 21-JULY 25	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 resources available to Undocumented students.
<b>ELAC SUMMER INTENSIVE TRANSFER EXPERIENCE PLUS (ELAC SITE PLUS)</b> JULY 28-AUGUST 14	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.
<b>SUMMER INTENSIVE TRANSFER EXPERIENCE (CLASSIC SITE)</b> AUGUST 4-AUGUST 8	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 educational pipeline through graduate school.
<b>MEN OF COLOR SUMMER INTENSIVE TRANSFER EXPERIENCE (MOC SITE)</b> AUGUST 4-AUGUST 8	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 resources available to Men of Color.
<b>SUMMER INTENSIVE TRANSFER EXPERIENCE LITE (SITE LITE)</b> SESSION 1: AUGUST 17 SESSION 2: AUGUST 24	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.
<b>SUMMER OFFICE ASSISTANT</b> 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 Summer programs.



# CCCP Academic Year 2019-2020



Job Title	Description
<b>PEER MENTOR</b> SEPTEMBER 2019-JUNE 2020	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. <b>Transportation is required.</b>
<b>SCHOLARS PROGRAM ASSISTANT</b> SEPTEMBER 2019-JUNE 2020	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. <b>One-year CCCP peer mentoring experience preferred. Transportation is not required.</b>
<b>OFFICE ASSISTANT</b> SEPTEMBER 2019-JUNE 2020	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. <b>One-year CCCP peer mentoring experience preferred. Transportation is not required.</b>
<b>MEDIA AND MARKETING ASSISTANT</b> SEPTEMBER 2019-JUNE 2020	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. <b>Transportation is not required.</b>
<b>EVENTS COORDINATOR</b> SEPTEMBER 2019-JUNE 2020	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. <b>Transportation is not required.</b>
<b>HIGH SCHOOL COORDINATOR</b> SEPTEMBER 2019-JUNE 2020	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. <b>Transportation is preferred.</b>