

Important Dates



AY 2019-2020

Application Deadline:

August 16th, 2019

Academic Year 2019-2020

Positions:

PEER MENTOR

OFFICE ASSISTANT

CCCP SCHOLARS PROGRAM ASSISTANT

MEDIA & MARKETING ASSISTANT

EVENTS COORDINATOR

HIGH SCHOOL COORDINATOR

Mandatory AY Training:

Fall 2019: September 19, 20, 21, 23 & 24, 2019

Winter 2020: January 10, 2020

Spring 2020: April 3, 2020

Mandatory AY Meetings:

Tuesdays, 6-8PM, Weeks 1-9



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 and in good standing. 	<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 be familiar with the transfer process, UCLA and community college resources. 	<ul style="list-style-type: none"> PREFERRED to have work-study.
<ul style="list-style-type: none"> MUST have outstanding leadership and multi-tasking skills. 	<ul style="list-style-type: none"> PREFERRED to have completed a year at UCLA.
<ul style="list-style-type: none"> MUST be able to attend training and scheduled meetings. 	<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. 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
<ul style="list-style-type: none"> MUST be able to work well with others in a multicultural diverse and fast-paced environment. 	

Contact Info



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Application Instructions



Please take a moment to read about the programs, requirements and application process before filling out the online student staff application. Each position has different requirements and demands different skills. Make sure to check the positions 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**. When you open the link, it will take you to MyUCLA survey titled "CCCP Student Staff Application 2019-2020" (you may need to login first). If you do not see the survey, contact our office at 310-267-4441.

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?



Job Title	Description
<p>PEER MENTOR SEPTEMBER 2019- JUNE 2020</p>	<p>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.</p> <p>Transportation is required.</p>
<p>SCHOLARS PROGRAM ASSISTANT SEPTEMBER 2019- JUNE 2020</p>	<p>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.</p>
<p>OFFICE ASSISTANT SEPTEMBER 2019- JUNE 2020</p>	<p>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.</p>
<p>MEDIA AND MARKETING ASSISTANT SEPTEMBER 2019- JUNE 2020</p>	<p>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.</p>
<p>EVENTS COORDINATOR SEPTEMBER 2019- JUNE 2020</p>	<p>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.</p> <p>Transportation is not required.</p>
<p>HIGH SCHOOL COORDINATOR SEPTEMBER 2019- JUNE 2020</p>	<p>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.</p> <p>Transportation is preferred.</p>