

# UCLA CCCP STUDENT STAFF APPLICATION 2020-2021

## IMPORTANT DATES

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

- **PARENTING SITE:** June 26-June 28
- **STEM SITE:** July 12-July 16
- **UNDOCUSITE:** July 12-July 16
- **CLASSIC SITE:** July 26-July 30
- **MEN OF COLOR SITE:** July 26-July 30
- **NATIVE & PACIFIC ISLANDER SITE:** August 9-August 13
- **SUMMER TRANSFER PROGRAM:** August 9-August 13
- **ELAC SITE PLUS:** August 9-August 18

### Non-Residential Summer Positions:

- **SITE PLUS:** June 23-July 30
- **FOSTER YOUTH SITE:** August 15
- **SITE LITE 1:** August 15
- **SITE LITE 2:** August 22
- **FORMERLY INCARCERATED SYSTEM-IMPACTED SITE:** August 22
- **OFFICE:** June-September

### Mandatory Summer Training:

June 16-19, 2020

### Academic Year 2020-2021 Positions:

**PEER MENTOR**

**OFFICE ASSISTANT**

**CCCP SCHOLARS PROGRAM ASSISTANT**

**MEDIA & MARKETING ASSISTANT**

**EVENTS COORDINATOR**

**HIGH SCHOOL COORDINATOR**

### Mandatory AY Training:

Fall 2020: September 23-26

Winter 2021: January 8

Spring 2021: April 2

### Mandatory AY Weekly Meetings:

Tuesdays, 6-8 PM, Weeks 1-9

### SUMMER 2020/AY 2020-2021

APPLICATION **EXTENDED** DEADLINE:

**April 17, 2020**



## 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 standing.
- **MUST** be familiar with the transfer process, UCLA and community college resources.
- **MUST** have outstanding leadership and multi-tasking skills.
- **MUST** be able to work well with others in a multicultural diverse and fast-paced environment.
- **MUST** be able to attend training and scheduled meetings.
- **MUST** stay in residence halls for the entire duration of the programs that require it.
- **MUST** be able to work some evenings, weekends for two-hour blocks or longer.
- **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.**
- If employed, **MUST** satisfactorily complete a criminal background check since the position is a critical designated position in accordance with Personnel Staff Policies 21.
- **PREFERRED** to have work-study.
- **PREFERRED** to have completed a year at UCLA.
- **PREFERRED** that you have transferred from a California Community College.

# CCCP ACADEMIC YEAR 2020-2021

Job Title	Description
<b>SUMMER PEER MENTOR</b> June 2020-September 2020 <i>Dates Vary</i>	This position is an on-campus assignment. Depending on summer program, peer mentors will stay in a UCLA residential hall and work on campus. The peer mentor 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. Peer mentors will be assigned a group of students and will be expected to supervise, mentor and lead assigned students but also oversee ALL summer program participants. Additionally, peer mentors will lead various types of discussions, provide tours, be responsible for making sure students are at workshops on time, and help students with nightly assignments. Peer mentors <b>MUST</b> be able to attend and participate in nightly meetings.
<b>ACADEMIC PEER MENTOR</b> September 2020-June 2021	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 2020-June 2021	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.</b>
<b>OFFICE ASSISTANT</b> September 2020-June 2021	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.</b>
<b>MEDIA AND MARKETING ASSISTANT</b> September 2020-June 2021	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>EVENTS COORDINATOR</b> September 2020-June 2021	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>HIGH SCHOOL COORDINATOR</b> September 2020-June 2021	High School Coordinator is responsible for leading our high school outreach efforts. This position requires coordination with our office staff and with high school and community partners for 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>

## APPLICATION INSTRUCTIONS

Please take a moment to **read about the summer programs on our website** ([www.cccp.ucla.edu](http://www.cccp.ucla.edu)) 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 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:

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

You can type your essay responses using word processing software, then copy and paste them into the online application.

Only **COMPLETED** employment applications will be reviewed. Completed applications include responses to **ALL SHORT** essay questions.

## CONTACT INFO

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