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

ACADEMIC YEAR 2021-2022

POSITIONS:
- COMMUNITY COLLEGE PEER ADVISOR
- OFFICE ASSISTANT
- SCHOLARS PROGRAM/SUMMER PROGRAMS ASSISTANT
- COMMUNICATIONS ASSISTANT
- HIGH SCHOOL PROGRAMS
- COMMUNITY PEER ADVISORS:
  - NATIVE AMERICAN
  - PACIFIC ISLANDER
  - BLACK/AFRICAN AMERICAN
  - PARENTING
  - MEN OF COLOR
  - CURRENT/FORMER FOSTER YOUTH
  - FORMERLY INCARCERATED/ SYSTEM IMPACTED
  - UNDOCUMENTED
  - STEM

AY 2021-2022

APPLICATION DEADLINE:

**August 8th, 2021 11:59 PM**
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNITY COLLEGE PEER ADVISOR</td>
<td>The Peer Advising Program is a partnership between UCLA and community colleges in the LA area, and part of the CCCP Scholars Program. This position is predominantly an off-campus assignment, some programming will be virtual. Peer advisors will be placed at a specific campus and will work with the transfer/university center. Additionally, peer advisors 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. <strong>Transportation is required.</strong></td>
</tr>
<tr>
<td>SCHOLARS PROGRAM ASSISTANT</td>
<td>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. <strong>One-year CCCP peer advising experience preferred.</strong></td>
</tr>
<tr>
<td>OFFICE ASSISTANT</td>
<td>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. <strong>One-year CCCP peer advising experience preferred.</strong></td>
</tr>
<tr>
<td>COMMUNICATIONS ASSISTANT</td>
<td>The Communications Assistant is responsible for creating publications for the Center, including but not limited to, brochures, bookmarks, peer advisor and scholars manual, scholars handout, program fliers, and any other publication as requested by Professional Staff. In addition, the communications assistant is tasked with coordinating all social media outlets. This entails advertising and outreach efforts through social media accounts, as well as email; the communications assistant is responsible for marketing the Center’s summer programs and events.</td>
</tr>
<tr>
<td>HIGH SCHOOL COORDINATOR</td>
<td>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. <strong>Transportation is preferred.</strong></td>
</tr>
<tr>
<td>COMMUNITY PEER ADVISOR</td>
<td>The Community Peer Advisor will be assigned to work with a particular community (see communities listed in page 1). This position is predominantly a virtual assignment, some programming will be in-person. Additionally, peer advisors 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. <strong>Transportation is preferred.</strong></td>
</tr>
<tr>
<td>STEM PEER ADVISOR</td>
<td>The STEM Peer Advising Program is a partnership between UCLA and community colleges in and out of the LA area, and part of the CCCP Scholars Program. This position is predominantly a virtual assignment, some programming will be in-person. Peer advisors will be assigned a cohort of STEM students. Additionally, peer advisors will be expected to collect data, maintain a database and follow up with assigned student cohorts. The peer advisors will develop strategies to motivate STEM students to consider transfer as a viable option and to relate personal experiences in transferring from a community college to the UC system. <strong>Transportation is preferred.</strong></td>
</tr>
</tbody>
</table>

**APPLICATION INSTRUCTIONS**

Please take a moment to [visit our website](www.cccp.ucla.edu) to learn more about program. Please complete the application [ONLINE by 11:59 PM on the due date (Sunday, August 8)].

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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**CENTER FOR COMMUNITY COLLEGE PARTNERSHIPS**