

UCLA CCCP STUDENT STAFF APPLICATION 2021-2022

IMPORTANT DATES

MANDATORY FALL TRAINING:
TBD

MANDATORY AY TRAINING:
Winter 2022: **Friday, January 7th**
Spring 2022: **Friday, April 1st**

MANDATORY AY WEEKLY MEETINGS:
Tuesdays, 6-8 PM, Weeks 1-9

AVAILABLE ACADEMIC YEAR
2021-2022 POSITIONS:

- **COMMUNITY COLLEGE PEER ADVISOR**
- **COMMUNICATIONS ASSISTANT**
- **HIGH SCHOOL PROGRAMS**
- **COMMUNITY PEER ADVISORS:**
 - NATIVE AMERICAN
 - PACIFIC ISLANDER
 - STEM

AY 2021-2022
APPLICATION DEADLINE

EXTENDED:

October 19th, 2021
11:59 PM PST



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 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: We are looking for energetic student leaders who can be role models for a diverse group of students — Black, Indigenous, and People of Color (BIPOC) — who are enrolled in community colleges 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.
- Work-study is **PREFERRED**.
- **PREFERRED** to have completed a year at UCLA.
- **PREFERRED** that you have transferred from a California Community College.

CCCP ACADEMIC YEAR 2021-2022

| Job Title | Description |
|---|--|
| COMMUNITY COLLEGE PEER ADVISOR October 2021-June 2022 | This position is predominantly an off-campus assignment, some programming will be virtual. Peer advisors will be assigned to a specific campus and will work with the transfer/university center and other support programs. 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. Transportation is preferred. |
| COMMUNICATIONS ASSISTANT October 2021-June 2022 | 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 flyers, and any other publication as requested by Professional Staff. In addition, the Communications Assistant is tasked with coordinating all social media outlets. This entails outreach efforts and marketing the Center's summer programs and events through social media accounts and email. |
| HIGH SCHOOL COORDINATOR October 2021-June 2022 | The High School Coordinator is responsible for coordinating 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. Transportation is preferred. |
| COMMUNITY PEER ADVISOR October 2021-June 2022 | The Community Peer Advisor will be assigned to work with a particular community (see communities listed on 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. Transportation is preferred. |
| STEM PEER ADVISOR October 2021-June 2022 | 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. Transportation is preferred. |

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 PST on the due date (October 19th, 2021).**

To access the application, please visit:
[myUCLA > Campus Life > Survey > CCCP Student Staff Application.](#)

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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