UCLA CCCP STUDENT STAFF APPLICATION 2022-2023

IMPORTANT DATES!

MANDATORY FALL TRAINING:
September 15 - September 17, 2022 &
September 19 - September 20, 2022

MANDATORY AY TRAINING:
Winter 2023: January 13, 2023
Spring 2023: April 7, 2023

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

AVAILABLE ACADEMIC YEAR 2022-2023 POSITIONS:

EVENTS COORDINATOR

OFFICE ASSISTANT

SCHOLARS PROGRAM ASSISTANT

COMMUNITY COLLEGE PEER ADVISOR

COMMUNICATIONS ASSISTANT

HIGH SCHOOL COORDINATOR

COMMUNITY PEER ADVISORS:
NATIVE AMERICAN
PACIFIC ISLANDER
STEM
UNDOCUMENTED
PARENTING
FOSTER
BLACK
FORMERLY INCARCERATED/SYSTEM IMPACTED
MEN OF COLOR

AY 2022-2023 APPLICATION DEADLINE:

FRIDAY, AUGUST 5TH, 2022 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 and/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.

- 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.

- Some positions, not all, follow a **remote** or **hybrid modality**.

Job Title	Description
EVENTS COORDINATOR September 2022-June 2023	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.
OFFICE ASSISTANT September 2022-June 2023	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, academies and other duties as assigned. **One-year CCCP peer mentoring experience preferred.**
SCHOLARS PROGRAM ASSISTANT September 2022-June 2023	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 coordinate academies, workshops and conferences, and other duties as assigned. **One-year CCCP peer advising experience preferred.**
COMMUNITY COLLEGE PEER ADVISOR September 2022-June 2023	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 September 2022-June 2023	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 September 2022-June 2023	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 September 2022-June 2023	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 September 2022-June 2023	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 our program. Be sure to complete the application **ONLINE by 11:59 PM PST on the due date (August 5th, 2022). To access the application, please visit: MyUCLA > Campus Life > Survey > CCCP Student Staff Application.** If you're unable to find the survey via MyUCLA, please email our office at cccp@college.ucla.edu with your UID.

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 a 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.

UCLA CCCP CENTER FOR COMMUNITY COLLEGE PARTNERSHIPS

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