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 multifaceted 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.
# UCLA CCCP ACADEMIC YEAR 2022-2023

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>EVENTS COORDINATOR</td>
<td>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.</td>
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<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, academies and other duties as assigned. <strong>One-year CCCP peer mentoring experience preferred.</strong></td>
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<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 coordinate academies, workshops and conferences, and other duties as assigned. <strong>One-year CCCP peer advising experience preferred.</strong></td>
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<tr>
<td>COMMUNITY COLLEGE PEER ADVISOR</td>
<td>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. <strong>Transportation is preferred.</strong></td>
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<tr>
<td>COMMUNITY PEER ADVISOR</td>
<td>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. <strong>Transportation is preferred.</strong></td>
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<tr>
<td>STEM PEER ADVISOR</td>
<td>This position is predominantly an off-campus 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>
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**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.

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**CONTACT INFO**

2211 Campbell Hall, Box 957176
Los Angeles, CA 90095-7176
Tel: (310) 267-4441
Fax: (310) 267-4446
Office Hours: M-F 9AM-6PM
www.cccp.ucla.edu
cccpl@college.ucla.edu

Follow us on social media: Twitter @cccp_ucla IG @cccp_ucla Facebook /cccp.ucla.edu