

Center for Community College Partnerships

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# CCCP Student Staff Application 2009-2010

Information for

Prospective Student Staff



SITE 2008 Peer Mentors

## Important Dates

### SUMMER POSITIONS

SITE 1: July 6 - 10

STP: July 20 - 24

SITE 2: August 10-14 (tentative)

STEP: June 22 - July 31

### Mandatory Summer Training:

June 16 - 19

### Summer Application Deadline:

June 3, 2009

### ACADEMIC YEAR (AY) POSITIONS

Peer Mentoring : Aug '09-June '10

UCTOP Assistant: Sept '09 - June '10

Office Assistant: Sept '09 - June '10

### AY Training:

August TBD

### AY Meetings:

Tuesdays, 6 PM, Weeks 1-9

### AY Application Deadline:

-As Positions are filled-

## CCCP Mission

**UCLA's** Center for Community College Partnerships (CCCP) is responsible for developing and strengthening academic partnerships between UCLA and California community colleges, particularly those with large underrepresented student populations. CCCP works closely with community college administrators, faculty, and staff to:

- strengthen and diversify curriculum;
- create strong academic support programs;
- improve students' academic competitiveness for admission to the University;
- and increase the diversity of UCLA's transfer admit pool.

The Center also works closely with the UCLA Office of Undergraduate Admissions and the Community College Transfer Recruitment staff and other campus offices to help coordinate UCLA's overall efforts with community colleges.

## 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.

- |   |  |
|---|--|
| <b>MUST</b> be a current or graduating UCLA student in good academic standing.  | <b>MUST</b> be able to work well with others in a multicultural diverse and fast-paced environment.  |
| <b>MUST</b> be familiar with the transfer process, UCLA and community college resources.  | <b>MUST</b> be able to work some evenings, weekends for two-hour blocks or longer.   |
| <b>MUST</b> have outstanding leadership and multi-tasking skills.   | <b>PREFERRED</b> to have work-study.   |
| <b>MUST</b> be able to attend training and scheduled meetings.  | <b>PREFERRED</b> to have completed a year at UCLA.   |
| <b>MUST</b> stay in Residence Halls for the duration of the programs that require it.   | <b>PREFERRED</b> that you have transferred from a California Community College   |
| <b>MUST</b> be able to attend staff meetings. Summer Program Meetings vary. Academic Year Meetings are every Tuesday at 6 PM, weeks 1 through 9. <b>This is non-negotiable.</b> | If employed, <b>MUST</b> satisfactorily complete a criminal background check since the position is a critical designated position in accordance with |

## Application Instructions

Please take a moment to read about the programs on the next page 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 return the completed applications to 2211 Campbell Hall by 5PM on the due date. We will not accept late or incomplete applications!

Returning student staff are required to complete only sections 1, 2, 4, 5, 7 and 8.

New student staff must complete the entire application and submit the short essay responses.

Thank you for applying!

## 2009 CCCP Scholars Summer Programs

### ↪ Summer Intensive Transfer Experience (SITE)

SITE is a 5-day residential program that motivates and teaches students how to navigate the community college system; complete the appropriate coursework; and maximize their time in order to make a smooth, successful transition to a UC campus. UCLA students serve as Peer Mentors to assist students with overcoming obstacles and provide information about the transfer process. Part of the CCCP Scholars Program

**Requirements:** Peer Counselors work full-time during the week of the programs and some hours prior to the start of the program.

**Dates:** SITE 1: July 6 - July 10 SITE 2: August 10 - August 14 (tentative)

### ↪ Summer Transfer Program (STP)

STP is a 5-day residential program that provides transfer ready students with skills to complete the appropriate coursework and assist them with the application process and the personal statement. The program will introduce them to research opportunities, the demands of university writing, and the many support programs available to African-American students. UCLA students serve as Peer Mentors to assist students with overcoming obstacles and provide information about the transfer process. Part of the CCCP Scholars Program.

**Requirements:** Peer Counselors will work full-time during the week of the programs and some hours prior to the start of the program.

**Date:** July 20 - July 24

### ↪ Summer Transfer Enrichment Program (STEP)

STEP is a 6-week program that allows students to take a UCLA lower-division (numbered 1-99) summer session course. This is a commuter program, **NOT** a residential program. Students must participate in a supplementary program on specific days (Tuesday - Thursday from 2-6) which will include mentorship, workshops, tutoring and study sessions. UCLA students serve as Peer Mentors to assist students with overcoming obstacles and provide information about the transfer process. Part of the CCCP Scholars Program.

**Requirements:** The STEP mentor position is a part-time, non-residential position for the duration of the program and some planning/evaluation hours prior to the start/end of the program.

**Date:** June 22 - July 31

## 2009 - 2010 Academic Year Programs

### ↪ Peer Mentoring Program

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. Other duties as assigned. Minimum of 10 hrs per week.

**Requirements:**

- Have own car/insurance
- Ability to work independently
- Good presentation skills
- Ability to maintain database
- Preferred: someone who has transferred from a community college

**Dates:** August 2009-June 2010; Training in August.

### ↪ CCCP Scholars/Summer Program Assistant

CCCP hosts an array of summer programs for prospective transfer students as part of the CCCP Scholars Program. Summer Programs 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. Minimum 10 hrs per week.

**Requirements:**

- Have own car/insurance
- Ability to work independently
- Good presentation skills
- Ability to maintain database
- Preferred: someone who has participated in our summer programs.

**Dates:** September 2009-June 2010; Training in August and/or September.

### ↪ UC TOP Program Assistant

UC TOP is an aggressive phone calling campaign to encourage Los Angeles area community college students to consider transferring to a UC campus. Transfer students are hired to contact community college students with the demonstrated academic potential for success in the UC. UC TOP students assist in planning events at UCLA, campus tours, and events at community colleges. Other duties as assigned. Minimum 10 hrs per week during the afternoons and evenings.

**Requirements:**

- Excellent phone skills
- Excellent computer skills
- Ability to advise students
- Ability to maintain database
- Ability to plan and implement events

**Dates:** September 2009-June 2010; Training in August and/or September.

### ↪ Main Office Assistant

Main 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 and Saturday Academies. Other duties as assigned. Minimum 10 hrs per week.

**Requirements:**

- Excellent phone skills
- Excellent computer skills
- Ability to file alphabetically
- Ability to maintain database
- Handle large volume of phone calls in fast paced environment

**Dates:** September 2009-June 2010; Training in August and/or September.

For more detailed program descriptions, please visit our website at [www.cccp.ucla.edu](http://www.cccp.ucla.edu)

# CCCP Student Staff Application 2009-2010

Are you a returning student staff member?  Yes  No Year: \_\_\_\_\_ Position: \_\_\_\_\_

*(If you are a returning student staff member, only fill out each section EXCEPT 3 and 6)*

### Section 1: Positions of Interest

- I am interested in the summer positions:  SITE 1  SITE 2  STP  STEP
- I am interested in the academic year positions:  Peer Mentoring  Main Office  CCCP Scholars/Summer Programs  UC TOP
- I am interested in a student coordinator position (graduate students only)

### Section 2: Contact Information

- A) UCLA ID#: \_\_\_\_\_
- B) Name: \_\_\_\_\_  

Last
First
Middle
- C) Address: \_\_\_\_\_  

Street
City
State
Zip Code
- D) Phone: (    ) - \_\_\_\_\_ E) Cell Phone: (    ) - \_\_\_\_\_ F) Email: \_\_\_\_\_
- G) If you already have a @college.ucla.edu email address, please list: \_\_\_\_\_

### Section 3: Demographics

- A) Gender:  Female  Male    B) 1st in the family to attend college? :  Yes  No    C) Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  

MM /
DD /
YYYY
- D) Ethnicity:  African-American     Asian-American     Caucasian     Chicano/Mexican American     Latino/a     Pacific Islander  
 American-Indian (Specify) \_\_\_\_\_     Other (Specify): \_\_\_\_\_
- E) What high school did you attend? \_\_\_\_\_ F) Graduation Date: \_\_\_\_\_
- G) What Community College did you transfer from? \_\_\_\_\_ H) Transfer Term: \_\_\_\_\_
- I) Were you a student participant in any of our summer programs?  No  Yes: Program: \_\_\_\_\_ Year: \_\_\_\_\_
- J) Were you referred?  No  Yes: by whom? \_\_\_\_\_
- K) How did you find out about CCCP?  Flyer  Friend  Presentation  Website  Other (Specify): \_\_\_\_\_

### Section 4: Academics/Experience

- A) Academic Standing:  Undergraduate  Graduate    B) Major(s): \_\_\_\_\_
- C) Minor: \_\_\_\_\_    D) # of UCLA quarters completed: \_\_\_\_\_
- E) Expected Graduation Term: \_\_\_\_\_
- F) In what, if any, UCLA student organization have you been involved? Please list any leadership roles.  
 1. \_\_\_\_\_    2. \_\_\_\_\_  
 3. \_\_\_\_\_    4. \_\_\_\_\_
- G) On a separate sheet of paper, list all prior jobs including unique talents, computer skills, or attach a current resume.

### Section 5: Availability

- A) Please check all the terms in which you are interested in working:  Summer 2009  Fall 2009  Winter 2010  Spring 2010
- B) Do you have work-study?  No  Yes: Summer 2009-Amount \$ \_\_\_\_\_  Yes: AY 2009-2010-Amount \$ \_\_\_\_\_
- C) Are you able to work weekends?  Yes  No Evenings?  Yes  No    D) Do you have your own transportation?  Yes  No
- E) I can attend the following trainings:  Summer (June 16-19)  Fall (August and/or September)  Winter (January)  Spring (April)
- F) For Academic Year positions, can you attend weekly meetings [Tuesdays, 6-7 PM, Weeks 1 through 9]?  Yes  No  Not Applicable
- G) Will participating in CCCP Programs conflict with your job, classes or other responsibilities?  No  Yes-explain below: \_\_\_\_\_

**Section 6: Short Essay Questions**

Please answer the following questions on a separate sheet of paper: (Please type—no more than two pages)

**If you are a returning staff member please skip this section. New applicants must answer questions A-C. All new student-coordinator applicants must answer question D.**

- A) What is the role of community colleges in diversifying higher education?
- B) Discuss key skills that you possess that will make our team work more effectively.
- C) What specific concerns do transfer students have and how would you address them?
- D) **For student-coordinator applicants:** Student coordinators supervise our Academic-Year programs. Please review each of our programs in page 2 and discuss three different skills that you possess that would make you an effective supervisor.

**Section 7: Other Information**

- A) Have you ever been convicted of a felony or misdemeanor offense by any court in California?  Yes  No
- B) Have you ever been convicted of a felony or misdemeanor offense from another State? (Criminal convictions from another state may be considered in evaluating your application.)  Yes  No
- C) Have you ever been convicted of a federal crime, as defined in 42 USC 1320a-7(i) or been excluded from participating in any federal or state healthcare program?  Yes  No
- D) Are you 18 years of age or older?  Yes  No
- E) If you are under 18, you must have graduated from high school or received a GED certificate or have a valid work permit in order to be employed by the University. Do you meet this requirements?  Yes  No
- F) Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986?  Yes  No

**Section 8: Signature**

By my signature below, I certify, under penalty of perjury, that all of the information I have provided in the application and the supplementary materials is true and accurate to the best of my knowledge, and that all statements are my own. I also authorize members of the selection committee to review my submitted academic records. If employed, I understand that any false, misleading, or incomplete information I have submitted may be considered cause for termination.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Note:**

In accordance with applicable Federal and State laws and University Policy, UCLA does not engage in discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy<sup>[1]</sup>, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran<sup>[2]</sup>.

<sup>[1]</sup> Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.

<sup>[2]</sup> Special disabled veteran, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during the war on in a campaign or expedition for which a campaign badge has been authorized.

**FOR OFFICE USE ONLY**

Received Date: \_\_\_\_\_ Received by: \_\_\_\_\_ Entry Date: \_\_\_\_\_ Entered by: \_\_\_\_\_  
 Status:  OI  ONP  OP Confirmation # \_\_\_\_\_ Approved by: \_\_\_\_\_  
 SP Program :  OS1  OS2  OSTP  OSTEP  OAlt.  OOther AY Programs:  OPM  OUCTOP  OScholar  OMain  OOther