



2016-2017 CPO Leadership Development Programs Application



DUE WEDNESDAY 9.28.16 AT 6 PM | SUBMIT TO CPO ASSISTANT TO THE DIRECTOR'S BOX in SAC 105 | **NO EMAILS**

MANDATORY GROUP INTERVIEWS WILL BE HELD ON **FRIDAY, SEPTEMBER 30, 2016** (PLEASE RESERVE BELOW)

QUESTIONS? Write us at rcastror@cpo.ucla.edu

The Community Programs Office is a special place that serves to create a better campus climate for UCLA students. It serves as our campus' cross-cultural center and has played a significant role in the lives of generations of underserved students. Each year, the CPO offers different opportunities for students to get involved, get paid, and to develop significant work experience.

I'm applying to: Leadership Extern Fellows Program (\$13.50/\$14.50/hr) ___ Assistant Office Manager (\$13.50/\$14.50/hr) ___ Food Security Coordinator (\$13.50/\$14.50/hr) ___ Travel Study Promoter (\$13.50/\$14.50/hr) ___ Environmental Health Intern (\$13.50/\$14.50/hr) ___ Management Intern (\$14.00/\$15.00/hr) ___

***To comply with the state and UC policies, wages will increase beginning 1/1/17**

MANDATORY GROUP INTERVIEW RESERVATION | SEPTEMBER 30 @ Student Activities Center Basement Conference Rooms 1 - 3

Session A: 11a-1p ___ Session B: 4p-6p ___

[Please attend the interview time you select here. **No follow-up emails or calls will be made**]

APPLICANT INFORMATION (PLEASE WRITE YOUR CONTACT INFORMATION LEGIBLY)

NAME: _____ Preferred Gender Pronoun (Optional): _____

MOBILE: _____ EMAIL ADDRESS: _____

YEAR: ___ TRANSFER STUDENT? Yes ___ No ___ HOMETOWN: _____

MAJOR: _____ CAREER GOAL: _____

HOURS INTERESTED: 5 HRS ___ 10 HRS ___ DO YOU HAVE A DRIVERS LICENSE? Yes ___ No ___

ARE YOU A COMMUTER? Yes ___ No ___ From Where? _____ WORK STUDY? Yes ___ No ___

WILL YOU BE WORKING ANOTHER JOB? Yes ___ No ___ If Yes, Where?

Current Leadership Position(s): _____

ARE YOU MENTORED BY UCLA STAFF OR FACULTY? Yes ___ No ___ If yes, who? Please give name & title

HAVE YOU "LIKED" THE CPO FACEBOOK PAGE? Yes ___ No ___ (facebook.com/uclacpo)

STUDENT GROUP AFFILIATION | Please let CPO know which on/off campus groups you are affiliated with

FOR CURRENT LEADERS

There are three ways to become a leadership extern fellow at CPO: Have your internship site ready when you apply, have your site secured upon arriving at the group interview, or if hired, have a site secured by Friday, October 14, 2016. Failure to have a site will ensure your ineligibility to continue with the program.

External Site: _____

Contact Name: _____ Contact Phone: _____

Contact Email Address:

ALL APPLICANTS

Who are alumni and off-campus individuals who serve as mentors/advisors to you? | Please feel free to attach additional

Name	Email Address
_____	_____
_____	_____

Please Attach the Following:

- a) A copy of your MY.UCLA 2016 fall quarter schedule print out
- b) A list of your extracurricular commitments for 2016-2017
- c) A resume (please keep in mind that the quality of resumes can determine your candidacy for this position)

MANDATORY EVENTS

(All Leadership Students Must Attend Events Below) (dates and times subject to change)

Fall

- Welcome Reception – Monday, October 17, 2016
- Open House – Wednesday, October 19, 2016
- Presidential Election Viewing Party – Tuesday, November 8, 2016
- Tailgate (UCLA v. Oregon State) – Saturday, November 12, 2016 (off campus @ Rose Bowl)
- Holiday Potluck – Tuesday, December 6, 2016

Winter

Gender Retreats – Friday, February 24, 2017 to Sunday, February 26, 2017 (far off campus location)

Spring

- Bruin Day – Saturday, April 15, 2017
- Transfer Bruin Day – Saturday, May 13, 2017
- Community End of the Year Reception – Wednesday, May 24, 2017

Short Answer Questions | Please Keep Answers Brief

On a separate sheet please answer the following questions briefly.

1. Share what are books, articles, essays, and other readings that you find are helpful or interesting to you?
2. Identify prominent individuals in society who serve as an inspiration for you?

3. What are your long-term career goals?
4. What are hobbies and interests that keep you busy outside of work?
5. If you had one word to describe yourself, what would it be?
6. Describe an instance where you have not been successful in a job related activity. What did you learn from that experience?
7. What do you think are the most important attributes of successful people? How are you working on achieving those attributes?
8. CPO has very limited funds for student hires, if hired, how would you contribute to CPO?
9. What do you think about working with student employees from different backgrounds, if hired (race, ethnicity, religion, sexual orientation, political background, nationality, etc)? What is your definition of diversity?
10. If you are a chair/president/or leader of your organization, how would you ensure that your presence as part of the internship program would facilitate communication between the professional staff and your organization? If you were a previous participant, please explain how your involvement led to greater communication with staff and CPO director. Please describe your/your organization's relationship with the CPO.
11. If you have not previously worked at CPO, how do you think you can make a contribution to the Community Programs Office?
12. Would you be willing to perform necessary tasks such as monitoring the front desk, monitoring study hall, gassing and washing vehicles, cleaning the CPO lounge and other CPO departmental areas, serving as a representative for the CPO director or other staff members, filing, making copies, faxing, running errands, representing CPO during the evenings and/or weekends, driving distances farther than 10 miles, participating in CPO events such as barbecues, picnics, or similar functions, and other such tasks that would assist the CPO in its mission of providing a cohesive, effective environment for students?
13. Please describe your ideal supervisor.
14. What would you do with a management decision you did not agree with?

Agreement to Terms of Employment

I agree to participate in all efforts that are part of the internship program. I understand that this application will be kept on record to ensure accountability with the terms of employment. I also agree that I must maintain good academic standing as part of this program, if hired.

Signature

Date

There are no guarantees implied that application for this program will result in an actual offer of employment.

UCLA/CPO, in accordance with applicable Federal and State law and University Policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation or status as a Vietnam Veteran or special disabled Veteran.

JOB DESCRIPTIONS

Leadership Extern Fellows Program (Supervised by CPO Director and Associate Director) ---- 10 Hours/Week

For this position, you will work outside of CPO and at an on/off campus location that will help with your future career goals. Finding a placement is ultimately the student leader's responsibility. You must also work at the front desk 2 hours per week as a way to get to know people at CPO. You must also meet with your designated mentor. Additionally, you must attend all internship related events, and all CPO-wide events. Failure to attend events and activities may disqualify you from further continuation in the program.

10 Paid Hours and 2 Volunteer Hours/Week (please note that interns are required to attend and work at CPO events and occasional intern functions)

Wage: \$13.50/hour (Fall) \$14.50/hour (Winter/Spring)

Hours	Description
9.0	Field Work (at site)

2.0	Front Desk Hour doing CPO-related clerical work
1.0	Meet with Mentor/Do Org Planning Work
12.0	Total Hours

Leadership Extern Fellows Program (Supervised by CPO Director and Associate Director) --- 5 Hours/Week

For this position, you will work outside of CPO and at an on/off campus location that will help with your future career goals. Finding a placement is ultimately the student leader’s responsibility. You must also work at the front desk 1 hour per week as a way to get to know people at CPO. You must also meet with your designated mentor. Additionally, you must attend all internship related events, and all CPO-wide events. Failure to attend events and activities may disqualify you from further continuation in the program.

5 Paid Hours and 1 Volunteer Hour/Week (please note that interns are required to attend CPO events and occasional intern functions)

Wage: \$13.50/hour (Fall) \$14.50/hour (Winter/Spring)

Hours	Description
4.0	Field Work (at site)
1.0	Front Desk Hour doing CPO-related clerical work
1.0	Meet with Mentor/Do Org Planning Work
6.0	Total Hours

Leadership Extern Fellows Program (Supervised by CPO Director and Associate Director) --- Volunteer

For this position, you will work outside of CPO and at an on/off campus location that will help with your future career goals. Finding a placement is ultimately the student leader’s responsibility. You must also work at the front desk 1 hour per week as a way to get to know people at CPO. You must also meet with your designated mentor. Additionally, you must attend all internship related events, and all CPO-wide events. Failure to attend events and activities may disqualify you from further continuation in the program.

2 Volunteer Hours (please note that interns are required to attend CPO events and occasional intern functions)

Wage: Reimbursement for Travel to Internship, if approved

Hours	Description
1.0	Front Desk Hour doing CPO-related clerical work
1.0	Meet with Mentor/Do Org Planning Work
2.0	Total Hours

Environmental Health Leadership Extern (Supervised by Environmental Health Programs Manager & CPO Associate Director) ---- 10 Hours/Week

This leadership externship opportunity is primarily suited for students interested in public health. Working with the Environmental Health Manager for UCLA, the student will assist with the dissemination of information and will conduct field work and health and safety inspections throughout the UCLA campus. The student will also be responsible for serving at the CPO front desk and meeting with their assign CPO mentor.

10 Paid Hours and 2 Volunteer Hours/Week (please note that interns are required to attend and work at CPO events and occasional intern functions)

Wage: \$13.50/hour (Fall) \$14.50/hour (Winter/Spring)

Hours	Description
9.0	Field Work (at site)
2.0	Front Desk Hour doing CPO-related clerical work
1.0	Meet with Mentor/Do Org Planning Work

12.0	Total Hours
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Travel Study Promoter (Supervised by CPO Director) ---- 8 Hours/Week

The undergraduate student coordinator position will be responsible for promoting and outreaching to the targeted UCLA undergraduate student population consisting of first generation college students, American Indians, Pacific Islanders, and transfer students. Additionally, the student coordinator will be responsible for planning, organizing and managing the logistics of a quarterly workshop series that will prepare students to consider study abroad opportunities. The student coordinator will be responsible for producing a quarterly evaluation of the workshops and additional meetings and activities associated with the program. A student who has traveled abroad would be ideally suited for this opportunity.

8 Paid Hours (please note that this position is required to attend and work at CPO events and occasional intern functions)

Wage: \$13.50/hour (Fall) \$14.50/hour (Winter/Spring)

Hours	Description
8.0	Student Programming and Planning
8.0	Total Hours

Assistant Office Manager (Supervised by Office Managers) ---- 10 Hours/Week

For this position, you will assist the CPO Office Managers as requested. You will also take a lead role in developing the internship cohort. You must also meet with your designated mentor. Additionally, you must attend all internship related events, and all CPO-wide events. Failure to attend events and activities may disqualify you from further continuation in the program.

10 Paid Hours and 1 Volunteer Hours/Week (please note that Assistant Office Managers are required to attend and work at CPO events and occasional intern functions)

Wage: \$13.50/hour (Fall) \$14.50/hour (Winter/Spring)

Hours	Description
10.0	Field Work
1.0	Meet with Mentor/Do Org Planning Work
11.0	Total Hours

Food Security Coordinator (Supervised by Office Managers) ---- 2 positions available (1 @ 15 hrs/wk & 1 @ 10hrs/wk)

This position will work with the CPO office managers, Café 580 staff, Westside Food Bank, Swipes for the Homeless, Bagel Mom, Bruins of the South Bay and other individuals interested in donating to the food closet. Food Security Coordinators will also be responsible for the weekly grocery pick-ups for students. The job will be manual in nature and will require heavy lifting, driving, food pickups, and general errands. In addition, Food Security Coordinators are required to participate and support in bi-quarterly Food Security Work Group meetings. The goal of the position, which is funded by a grant from the UC Office of the President, will be to ensure that healthy food is available to the student community and that those who donate can do so in a very easy way.

*Please note that this position is required to attend and work at CPO events and occasional intern functions)

Wage: \$13.50/hour (Fall) \$14.50/hour (Winter/Spring)

Hours	Description
10.0-15.0	Field Work (at site)
1.0	Meet with Mentor/Do Org Planning Work
11.0-16.0	Total Hours

Management Intern (Supervised by CPO Director and Associate Director) ---- 10 hours/Week

Through this position, you will intern and work directly with the department’s management team—the CPO Director and Associate Director. You are responsible for taking up projects or assignments related to community service, retention and outreach issues in higher education delegated by the Director and Associate Director. Please contact CPO Associate Director, Thuy Huynh (thuynh@cpo.ucla.edu) for further information on job responsibilities and time commitment.

*Please note that this position is required to attend and work at CPO events and occasional intern functions)

Wage: \$14.00/hour (Fall) \$15.00/hour (Winter/Spring)

Hours	Description
10.0	Field Work
3.0	Weekly Meetings with the CPO Director and Associate Director
10.0-15.0	Total Hours