



# 2017-18 Leadership Development Fellows Program Application



DUE WEDNESDAY 10.4.17 AT 8 PM | SUBMIT TO CPO ASSISTANT TO THE DIRECTOR'S BOX in SAC 105 | **NO EMAILS**  
MANDATORY GROUP INTERVIEWS WILL BE HELD ON **FRIDAY, OCTOBER 6, 2017** (PLEASE RESERVE BELOW)  
QUESTIONS? Write us at [rcaastro@cpo.ucla.edu](mailto:rcaastro@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 Fellow (\$14.50/hr) \_\_\_ Assistant Office Manager (\$14.50/hr)  
\_\_\_ Basic Needs Coordinator (\$14.50/hr) \_\_\_ Social Media & Marketing Intern (\$14.50/hr)  
\_\_\_ Environmental Health Intern (\$14.50/hr) \_\_\_ City of Lynwood Extern (\$14.50/hr)  
**(You may select multiple positions)**

**MANDATORY GROUP INTERVIEW RESERVATION | Friday, October 6, 2017**  
Student Activities Center Room 120P (AROTC Room)

Session A: 11a-1p \_\_\_ Session B: 5p-7p \_\_\_

[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](https://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 20, 2017. 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 names

<b>Name</b>	<b>Email Address</b>
_____	_____
_____	_____

**Please Attach the Following:**

- a) A copy of your MY.UCLA 2017 Fall quarter schedule print out
- b) A list of your extracurricular commitments for 2017-2018
- c) A resume (please keep in mind that the quality of resumes can determine your candidacy for this position)

**MANDATORY EVENTS**

(All students in the Leadership Development Fellows Program must attend events below. Dates and times subject to change. Additional mandatory events and programs may be announced at a later date.)

**2017 – 2018 Academic Year**

Leadership Development Fellows Program Staff Meetings (3x/quarter) - TBD

**Fall**

- Open House – Wednesday, October 18, 2017
- Welcome Reception – Monday, October 23, 2017
- Tailgate (UCLA v. Arizona State) – Saturday, November 11, 2017 (off campus @ Rose Bowl) (Holiday weekend)
- Holiday Potluck – Wednesday, December 13, 2017 (Finals Week)

**Winter**

Gender Retreats – Friday, February 23, 2018 to Sunday, February 25, 2018 (far off campus location)

**Spring**

- Bruin Day – Saturday, April 14, 2018
- Transfer Bruin Day – Saturday, May 12, 2018
- Community End of the Year Reception – Wednesday, May 23, 2018

**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?
15. Share your thoughts on the following quote, "Whatever you do, if you want to be great at it, you have to love it and be able to make sacrifices for it." – Maya Angelou

**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 (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: \$14.50/hour

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
<b>12.0</b>	<b>Total Hours</b>

**Leadership Extern Fellows (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: \$14.50/hour

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
<b>6.0</b>	<b>Total Hours</b>

**Assistant Office Manager (Supervised by CPO 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, assume greater responsibilities in preparing for department events/programs, and facilitate portions of weekly CPO Office Intern meetings as well as the annual CPO Office Internship Retreat and Gender Retreats. You must meet with your designated mentor. Lastly, 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: \$14.50/hour

Hours	Description
10.0	Field Work as determined by the CPO Office Managers
1.0	Meet with Mentor/Do Org Planning Work
<b>11.0</b>	<b>Total Hours</b>

**Basic Needs Coordinator (Supervised by CPO Basic Needs Manager) ---- 4 positions available (10 Hours/week)**

This position will work with the CPO Basic Needs Manager, Café 580 staff, Westside Food Bank, Swipe Out Hunger, Bagel Mom, Bruins of the South Bay and other individuals interested in donating to the CPO Food Closet. Basic Needs 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, Basic Needs Coordinators are required to participate in and support bi-quarterly Basic Needs Committee 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 foods are available to the student community and that those who donate can do so in an efficient manner. Coordinator will be required to meet with his/her assigned mentor.

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

Wage: \$14.50/hour

Hours	Description
10.0-15.0	Field Work as determined by the CPO Basic Needs Manager
1.0	Meet with Mentor/Do Org Planning Work
2.0	Attend and participate in the UCLA Basic Needs Committee meetings (only twice a quarter)
<b>13.0-18.0</b>	<b>Total Hours</b>

**Social Media & Marketing Intern (Supervised by CPO Director and Technology Manager) ---- 10 Hours/Week**

The Social Media & Marketing Intern will be responsible for promoting, advertising, marketing, and outreaching for all events, programs, services, and opportunities related to the CPO, including but not limited to its Basic Needs efforts. The hired intern will specifically be in charge of (1) making relevant Facebook, Instagram, and Twitter posts to keep web traffic users up-to-date on the happenings at CPO; (2) managing CPO’s Snapchat channel and coordinating with the technology team “Geotags” for CPO events and programs; and (3) managing the CPO and Basic Needs website with the technology team and CPO Assistant to the Director. Additional duties related to managing the CPO’s social media and website, as well as outreaching to the on- and off-campus community are contingent on the needs of the department, and can be delegated by the CPO Director and Technology Manager in preparation for and during department events. The Intern must meet with his/her designated mentor and work at least two hours/week at the CPO Front Desk.

Candidate must present or make accessible to the hiring committee a “social media”/”marketing” portfolio which can include: 1) Facebook profile, 2) Instagram profile, 3) Twitter account, 4) YouTube page, 5) number of followers/subscribers on each social media platform, 6) any promotional videos produced or featured in, 7) any produced flier/graphic artwork for an event/program/service, and/or 8) any other materials made to advertise/outreach/promote an event/program/service.

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

Wage: \$14.50/hour

Hours	Description
9.0	Managing CPO’s social media and helping promote the department’s services, programs, events, and opportunities
2.0	Front Desk Hours doing CPO-related clerical work
1.0	Meet with Mentor/Do Org Planning Work
<b>12.0</b>	<b>Total Hours</b>

**Environmental Health Intern (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 assigned CPO mentor.

COMMUNITY PROGRAMS OFFICE LEADERSHIP DEVELOPMENT FELLOWS 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: \$14.50/hour

<b>Hours</b>	<b>Description</b>
9.0	Field Work (at site)
2.0	Front Desk Hours doing CPO-related clerical work
1.0	Meet with Mentor/Do Org Planning Work
<b>12.0</b>	<b>Total Hours</b>

**City of Lynwood Extern (Supervised by CPO Director and City Manager of Lynwood) ---- 10 Hours/Week**

Must pass a background check conducted by the City Manager's office. The City of Lynwood Extern will participate in an internship program directed by the City Manager of Lynwood, Alma Martinez. The extern's day-to-day duties and responsibilities will be determined by the City Manager, and can vary based on her office's needs. The extern is required to meet with his/her assigned mentor and work two volunteer hours at the CPO front desk.

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

Wage: \$14.50/hour

<b>Hours</b>	<b>Description</b>
9.0	Field Work at site as determined by the Lynwood City Manager
2.0	Front Desk Hours doing CPO-related clerical work
1.0	Meet with Mentor/Do Org Planning Work
<b>12.0</b>	<b>Total Hours</b>