



# 2015-2016 CPO Leadership Programs Application



DUE WEDNESDAY 9.30.15 AT NOON | SUBMIT TO CPO DIRECTOR'S BOX in SAC 105 | NO EMAILS  
MANDATORY GROUP INTERVIEWS WILL BE HELD ON FRIDAY, OCTOBER 2, 2015 (PLEASE RESERVE BELOW)  
QUESTIONS? Write us at [thuyh@cpo.ucla.edu](mailto:thuyh@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 Externship (\$12/hr) \_\_\_ Assistant Office Manager (\$12/hr) \_\_\_ Fiscal Clerk (\$12/hr) \_\_\_  
Food Security Coordinator (\$12/hr) \_\_\_ Travel Study Promoter (\$13/hr) \_\_\_ Environmental Health Intern (\$12/hr) \_\_\_  
Management Intern (\$13/hr) \_\_\_

**MANDATORY GROUP INTERVIEW RESERVATION** | October 2 @ CPO Lounge (Student Activities Center 105A)  
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**

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? \_\_\_\_\_ WORKSTUDY? 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))  
**ENT 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 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 16, 2015. 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 2015 fall quarter schedule print out
- b) A list of your extracurricular commitments for 2015-2016
- c) A resume (please keep in mind that bad quality resumes will eliminate your candidacy for this position)

**MANDATORY EVENTS**

(All Leadership Students Must Attend Events Below)

**Fall**

- Movie Screening – Friday, October 9, 2015
- Welcome – Monday, October 12, 2015
- Open House – Wednesday, October 21, 2015
- Tail Gate (UCLA v. Washington State) – Saturday, November 14, 2015 (off campus @ Rose Bowl)
- Holiday Potluck – Tuesday, December 8, 2015

**Winter**

Gender Retreats – Friday, February 19, 2016 to Sunday, February 21, 2016 (far off campus location)

**Spring**

- Bruin Day – Saturday, April 16, 2016
- Transfer Bruin Day – Saturday, May 14, 2016
- Community Reception – Wednesday, May 18, 2016

**Leadership Externship Applicants**

**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 Externship (Supervised by CPO Director and Associate Director) ---- 10 Hours/Week**

For this position, you will work outside of CPO and 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: \$12/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 Externship (Supervised by CPO Director and Associate Director) --- 5 Hours/Week**

For this position, you will work outside of CPO and 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: \$12/hour

<b>Hours</b>	<b>Description</b>
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>

**Leadership Internship (Supervised by CPO Director and Associate Director) --- Volunteer**

For this position, you will work outside of CPO and 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

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

**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: \$12/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>

**Fiscal Clerk (Supervised by CPO Business Officer) ---- 10 Hours/Week**

This opportunity consists of working on clerical and technical tasks with the CPO Business Office.

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

Wage: \$12/hour

Hours	Description
10.0	Field Work (at site)
<b>10.0</b>	<b>Total Hours</b>

**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/hour

Hours	Description
8.0	Student Programing and Planning
<b>8.0</b>	<b>Total Hours</b>

**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: \$12/hour

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

<b>11.0</b>	<b>Total Hours</b>
-------------	--------------------

**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, and other individuals interested in donating to the food closet. The job will be manual in nature and will require heavy lifting, driving, food pickups, and general errands. 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: \$12/hour

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