

Selection Criteria

These are qualities that we hope our candidates strive for and/or display:

Enthusiasm:

- positive attitude, self image
- dependable, committed
- willing to learn, grow and challenge self
- can motivate others
- self-confidence

Leadership and programming potential:

- positive role model
- displays maturity and responsible decision-making
- effective group facilitator
- can lead and follow
- understands and articulates the value of educational and social programming
- assesses and articulates student needs
- demonstrates creative program ideas and has some
- applicable skills/experience

Creativity and/or Artistic Ability:

- has artistic ability or interests; may be skilled at computer graphics, hand lettering, or other.

Organizational Skills:

- effective time management skills
- ability to prioritize multiple task
- excellent follow-through

Communication skills:

- strong verbal and written skills; ability to represent the college effectively
- listens attentively
- articulates strengths and weaknesses

Appreciation of Diversity & International Issues and Social Justice and Community Issues:

- understands and respects social and personal significance of race, culture, religion, national origin, gender, age, sexual orientation, ability, etc.
- committed to international and global issues
- listens to and responds to all community members

Committed to faculty-student interaction:

- understands the benefits of:
 - fostering connections between faculty and students in a variety of settings, including lectures, informal settings and workshops.
 - is committed to planning and implementing programs that help students build relationships with faculty and community members

Job Descriptions

College Nine and College Ten are committed to fostering an environment where our students can live, work, and grow through engagement with important social issues that bring to life the college themes: for College Ten, *Social Justice & Community*; for College Nine, *International & Global Perspectives*. The Faculty Initiative Assistants and Special Projects Assistant are part of the College Nine and College Ten CoCurricular staff, which plans and produces theme-related community programming at College Nine and College Ten. To this end, the CoCurricular Unit works collaboratively with other college staff, other campus departments, faculty and community members.

EXAMPLES OF DUTIES

CoCo Staff Duties

1. Please refer to the job description from the Employee Request System for a more specific breakdown of job duties.
2. Work an average of 8-10 hours per week as arranged with supervisor. These hours include time scheduled in the office, as well as staffing programs, and attending staff meetings.
3. Must participate in Fall Training and New Student Orientation as assigned.
4. Must represent the college at other campus-wide programs as assigned.

FACULTY INITIATIVES ASSISTANT specific duties

1. Each quarter, the FIA team will plan approximately three programs providing an array of opportunities for faculty and student interaction. Examples include: lectures, luncheons, workshops, visual educational displays, teach-ins, etc.
2. FIA hours include outreaching to faculty associated with the college themes of International and Global Perspectives (College Nine) and Social Justice and Community (College Ten), conducting interviews, assessing faculty interests.
3. The FIA position will reflect your primary thematic interest within International and Global Perspectives (College Nine) or Social Justice and Community (College Ten). You will indicate this in your application materials and interviews.

SPECIAL PROJECTS ASSISTANT specific duties

1. Planning and implementation of displays and Interactive installations reflecting International and Global Perspectives and Social Justice and Community topics.
2. Designing banners and posters and other outreach materials.
3. Upkeep of the Colleges Nine and Ten permanent Bulletin Board.
4. Additional duties may include
 - a. Working collaboratively with other student staff, staff at other colleges, Ethnic Resource Centers, etc.
 - b. Data entry and retrieval from various office documents
 - c. Distributing and posting flyers and publications as needed.

COMPENSATION

The CoCo staff positions are classified at the Student Assistant III rate. The FIA position can be filled by a student with or without Work-Study. However, Work-Study is required for all applicants to the Special Projects Assistant. Selected applicants will receive hourly compensation ranging from the base of the SA IV rate (currently \$11/hour). For more information, please see **FIA ER #1617 OR Special Projects Assistant ER #7745** in the Student Employment System of the UCSC Career Center.

EMPLOYMENT PERIOD

1. Online application must be completed and all supplemental application materials turned in to the CoCurricular Programs Office, SS1, #103 by 4:00PM on Wednesday April 12, 2017.
2. CoCo staff will be selected by Thursday, April 20, 2017. Employment is contingent on student's academic standing. Conduct standing will also be considered.
3. The employment period begins on August 30, 2017 and ends at 6:00 pm the day after Graduation, June 17, 2018
4. CoCo staff appointment is for one academic year only. The Faculty Programs Assistants and Special Programs Assistant must apply each year for employment. Re-appointment is not automatic.

TERMS OF EMPLOYMENT

ACADEMIC AND OTHER REQUIREMENTS

1. Must be a UCSC student with a minimum of one academic year experience.
2. Must remain in good academic standing throughout the period of employment. Must maintain a full academic course load during the employment period. Undergraduate students may not enroll in more than 17 units per quarter without special permission.

OTHER EMPLOYMENT AND EXTRACURRICULAR ACTIVITIES

1. CoCo staff visibility and participation in the College Nine and College Ten communities is of the utmost importance. Outside activities, excluding academic commitments shall not exceed 10 hours a week. The CoCo jobs are secondary only to academics.
2. May not hold any major offices in campus organizations, assistantships, internships or part-time jobs without prior approval from the Director of CoCurricular & Academic Programs.
3. Must perform assigned responsibilities satisfactorily and comply with university policies.

OTHER ISSUES AND INFORMATION

GROUND FOR DISMISSAL

1. Failure to meet qualifications, terms of employment, or job description requirements will result in a meeting with the supervisor. Depending on the seriousness of the violation, a warning letter may be issued. CoCo staff may also be placed on probation or terminated.

2017-18 CoCurricular Programs Office Staff Positions

College Nine and College Ten Faculty Initiatives Assistant and Special Projects Assistant
Supplemental Application

Which positions are you applying for?
(check all that apply and list preference, if any)

- Faculty Initiative Assistant (**ER #1617**)
 Special Programs Assistant (**ER #7745**)

Optional
1st Choice _____
2nd Choice _____

I. Personal Information (Please type or print neatly)

Name: _____
(Last) (First) (Middle) (Preferred Name)

UCSC Email: _____ SID# _____

Local Address: _____
(Campus/Local) (Box #) (Street) (City, State, Zip)

Phone (local): _____ College Affiliation: _____

II. Academic Information (**IMPORTANT:** Please attach copy of your unofficial grade report)

Class standing by Fall 2017: SO JR SR expected date of graduation: _____ GPA: _____

III. Work-Study Award Information

Do you have work study this year (2016 -2017)? YES NO If yes, how much was your award? _____

Do you expect to have work study in 2017- 2018? YES NO Do you anticipate a similar award? _____

IV. References

Please list the names of two individuals you will ask to serve as references. The two references should come from individuals who are able to speak objectively of your skills and abilities (previous employers, professors, teaching assistants, advisors).

Name of reference	E-Mail
1. _____	_____
2. _____	_____

V. Written Response (continued on next page)

Please read the following questions and type your answers. Your answers should not exceed two sides of an 8.5x11 sheet for all the questions combined. Please include your name at the top of your paper and number each response.

1. Please describe why you want to be a Faculty Initiatives Assistants, Special Projects Assistant or both. What strengths can you bring to the position(s), and in what way can the position(s) further enhance your growth and development?
2. What are some of the program ideas you would pursue if selected as an FIA/SPA? How do these meet the needs of the Social Justice and International and Global focus of the College Nine/Ten community? Which theme are you most interested in?
3. How would your programs bring together faculty and students? Why is this important?

(Continued on next page)

V. Written Response (continued)

Please read the following questions and **type your answers**. Your answers should **not exceed two sides of an 8.5x11 sheet for all the questions combined**. Please **include your name at the top of your paper and number each response**.

4. Looking at the duties of the job(s) you are applying for, please list specific skills, strengths, and experience that qualify you for the position(s) (ex: graphic arts skills, installation and layout skills, public speaking, creativity, etc.)?
5. FIA/SPA's and the Co-Curricular Programs staff work together on events to engage a variety of age groups and interests in the college theme. What do you see as some of the challenges of this, and what would be some of the rewards?

VI. Conduct

Please summarize your conduct history at UCSC and include your current Student Conduct Standing (No Conduct History, Admonishment, Warning, Probation, etc.) A conduct history does not necessarily preclude your eligibility for these positions, but is part of the overall assessment of each applicant. We will verify current conduct standing during the selection process.

VI. Availability

We have a very tight turnaround on applications. Please note that we are negotiating the schedules of staff members as well as applicants. Therefore, please indicate below ALL times that you are available to during the following blocks of time for a half-hour interview:

Dates and Times	Available for entire block of time?	Available these times in block of time
Monday, April 17, 9:00am-5:00pm		
Tuesday, April 18, 8:00am-6:00pm		
Wednesday, April 19, 8:00am-6:00pm		
Thursday, April 20, 8:00am-12:00pm		

Other comments or information to help us schedule:

I certify that the information I have provided in this application is accurate and valid. I understand that access to my academic records will continue throughout my employment with the CoCo, and that I may be placed on job probation and/or be subject to dismissal if I fail to remain a full-time student in good academic standing with the University.

Applicant's Signature

Date