

Vietnamese Student Union at UCLA
Hội Sinh Viên Việt-Nam, UCLA

308 Westwood Plaza
413 Kerckhoff Hall
Los Angeles, CA 90095



The Vietnamese Student Union's
Southeast Asian Campus Learning Education And Retention

PROJECT STAFF APPLICATION

DUE AT 5 PM FRIDAY, April 23rd, 2010

Dear Applicant,

Thank you for your interest in the Southeast Asian Campus Learning Education And Retention (SEA CLEAR) Project. Founded in 1998, SEA CLEAR, along with other student retention projects in the Student Retention Center, is committed to address the issue of student retention at UCLA through our holistic development philosophy. We provide services such as peer counseling, mentorship, internship, study hall, writing success, and others to all students from diverse backgrounds, and we are excited that you want to be part of our team. For more information about SEA CLEAR, please visit our office located in the UCLA Student Activities Center, suite 105.

Before filling out the attached application, please take time to review it carefully. The application has been designed to provide us with a better understanding of who you are and your vision for the project and the position(s) you're applying for. It might seem overwhelming; however, feel free to ask us any questions you might have regarding the application, the hiring process, or the project anytime before the deadline. It is also *highly encouraged* that you meet with the current SEA CLEAR director Cecilia Ngo via cngo@saonet.ucla.edu, before you begin the application process.

Once again, thank you for your interest in our project. If you have any questions or concerns regarding the application or position, please contact Layhearn Tep, VSU Retention Coordinator at Laytep@ucla.edu or at (562) 774-6841 or come to our office at Student Activities Center, suite 105.

NOTICE: Please submit 9 copies of your complete application package before or on the deadline. No late submissions will be accepted unless prior arrangement has been granted under special circumstances. Incomplete applications will result in automatic disqualification. Applicants who meet the selection criteria will be granted an interview. The Selection Committee will make the final selection based on the applicant's total performance demonstrated in the application and interview. Good luck in your endeavors.

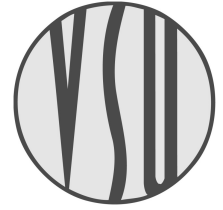
Sincerely,

Layhearn Tep, Chairperson
VSU-SEA CLEAR Selection Committee

Vietnamese Student Union
University of California, Los Angeles



The Vietnamese Student Union at UCLA's
Southeast Asian Campus Learning Education And Retention



2010-2011 Staff Application (if more than one, please rank):

- Assistant Director Peer Counseling Coordinator
 Mentorship Coordinator Peer Counselor
 Administrative Assistant

If you are interested in integrating the Wellness Coordinator to your position, please check here: _____

Applications are DUE at 5pm on **Friday April 23rd, 2010**. Please turn in **9 copies** of your completed application packets to the Student Retention Center (SRC) front desk or SEA CLEAR office in the Student Activities Center, suite 105, attn: Layhearn Tep.

Name _____ Student ID _____

Local Address _____
 Street Address City State Zip

Permanent Address _____
 Street Address City State Zip

Permanent Phone _____ Cell _____ Text Y/N (Circle One)

E-mail Address _____ Year at UCLA in 09-10: 1 2 3 4 5+ Entered as: Frosh Transfer

Class Standing _____ Grade Point Average _____ Major(s)/Minor(s) _____

Do you have Work-study during the 2010-2011 Academic Year? Yes No Current Employer _____

In addition, please also submit the following:

- a) **Résumé** - Your résumé should include education or academic experience, work, community or organizational experience, and any additional skills related to the position you are applying for. *Please include at least 2 professional references.* (i.e. advisor, supervisor, counselor, administrator, etc.)
- b) **Personal Statement** - (no more than two pages, double-spaced) - this statement should be in essay format and address the following:
 1. Why are you interested in working for SEA CLEAR and for the position(s) that you are applying?
 2. What is your vision for the position you're applying for? How will it contribute to the larger vision of VSU and SEA CLEAR?
 3. What experiences have you had that are related to counseling or retention? (i.e. SRC, AAP, L&S, other, etc.)
 4. What skills/abilities do you hope to contribute to the program and the position that you are applying for?
- c) **Current Unofficial Transcript or a Degree Progress Report (DPR)**. This can be found online at www.ursa.ucla.edu.
- d) **Completed Short Answer Questions** (on a separate sheet)
 1. Describe your understanding of the purpose of SEA CLEAR and its significance as a student initiated retention project.
 2. What do you see that are pressing issues in the under-represented communities and its effect on education and retention?
 3. What are your experiences in working with diverse (multi-ethnic, multiracial, and gendered varied) organizations, projects, programs, etc.?
 4. What are your professional goals and how will this position help you achieve those goals?
 5. What will your time commitment be during the 2010-2011 academic year?
- e) **Letter(s) of Recommendation** (optional, 2 max.)
- f) **Tentative Spring 2010 Class Schedule**. This can be found online at www.my.ucla.edu under Class Planner.

Statement of Truth & Release of Records

I certify, under penalty of perjury, that all of the information that I have provided in the application and the supplementary materials are true and accurate to the best of my knowledge, and all statements are my own. I also hereby authorize members of the selection committee to review my submitted academic records. If selected for this position, I voluntarily **waive my right to privacy** and give permission to the selection committee, which includes students from the Vietnamese Student Union, as well as the Project Director, CPO Advisor, and CPO Director to quarterly review my academic standing as long as I work or volunteer for this project.

Signature _____

Date _____



Southeast Asian Campus Learning Education And Retention
 Vietnamese Student Union
 University of California, Los Angeles

Vietnamese Student Union, 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.

Southeast Asian Campus Learning Education And Retention (SEA CLEAR)

Staff Responsibilities

Note: Please visit SEA CLEAR cubicle, SAC 105, to review hourly-specific breakdown of position's responsibility

Assistant Director, AD (15-19 hrs/wk); 1 position available

The Assistant Director's role is to assist in the development and maintenance of the SEA CLEAR project. The Assistant Director's job responsibilities are complementary to those of the Project Director. The Assistant Director will also monitor, track, supervise, and facilitate the projects ability to meet outcomes and objectives. The AD will also support the Wellness coordinator in carrying out component outcomes. She/He plays an important role in the development of the staff and providing the necessary support to each component. The Assistant Director also serves as the coordinator for the Internship Program. The Assistant Director will be counseling 7 hours per week with a caseload of 25-30 students per quarter.

Peer Counseling Coordinator, PCC (15 hrs/wk); 1 position available

The Peer Counseling Coordinator (PCC) maintains project effectiveness in its primary role: peer counseling. The PCC is responsible for maintaining dialogue with the project's counselors so that he/she can best facilitate the growth/development of the counselors as well as meet the project's objectives. The PCC will help facilitate and ensure the projects ability to meet their objectives through supervision, logistic, and tracking. The PCC will be counseling 7 hours per week with a caseload of 25-30 students per quarter.

Mentorship Coordinator, MC (15 hrs/wk); 1 position available

The Mentorship Coordinator is responsible for the maintenance and development of the Mentorship Component. This includes development of mentors/mentees, tracking and monitoring the activity of the mentorship families, and organizing events that are relevant to the project's goals. The Mentorship Coordinator will be counseling 7 hours per week with a caseload of 25-30 students per quarter.

Administrative Assistant, AA (10-11 hrs/wk); 1 position available

The Administrative Assistant's responsibilities lie essentially in providing general administrative assistance to all components and aspects of the project. The Administrative Assistant is responsible for keeping an orderly project area, keeping database entries up to day, organizing study hall, supply maintenance, creating fliers and administrative forms. Generally, the Administrative Assistant is an integral position that alleviates administrative pressure upon staff.

Peer Counselors, PC (10-12 hrs/wk); 4-5 positions available

The Peer Counselor's primary responsibility is to counsel students. In addition, peer counselors are required to provide the necessary assistance in the development and implementation of the project's other components. Peer Counselors will be counseling 7 hours per week with a caseload of 25-30 students per quarter.

Wellness Coordinator, WC (additional 3-4 hrs)

These responsibilities shall be added to any selected position - approx. 3-4 additional hrs. The WC will facilitate development on topics of gender and sexuality, mental wellness, community healing, and spirituality. In addition The WC responsibilities will be to coordinate programming, perform training and staff development, research, and tracking. They will also get to facilitate administrative staff in the long-term development of the component.

Additional duties may be delegated by the Advisory Board of the Vietnamese Student Union

Please be aware that SEA CLEAR Staff are considered part of the General Staff of the Vietnamese Student Union.

Collective responsibilities include attending monthly *mandatory* VSU staff meeting, monthly VSU general meeting, and a quarterly retreat. Please contact us for additional information.

PLEASE NOTE: These staff positions are granted at the discretion of the Campus Retention Committee before the 2010-2011 academic year and are subject to change as a result. For additional questions regarding the job responsibilities, pay rates, and other inquires, please contact Layhearn Tep (VSU Retention Coordinator) at laytep@ucla.edu, or at Student Activities Center, suite 105

Important DATES: *Applications Due* April 23, 2010

Interviews Conducted May 3rd-7th, 2010

Application CHECKLIST

Note: please meet with SEA CLEAR's current Director, Cecilia Ngo, as well as a current staff member prior to filling out & submitting an application

- Signed Application Form
- Résumé
- Personal Statement
- Unofficial Transcript (DPR)
- Short-Answer Questions
- Letter(s) of Recommendation (optional)
- Spring/Summer 2010 Class Schedule