



Strategic Partnerships & Community Engagement



Bruin Connector 2021-2022 Application

Thank you for your interest in becoming a Bruin Connector! Please scan the QR code above to learn more about our office.

Bruin Connectors encourage middle and high school students from diverse backgrounds, schools and experiences to go to college. UCLA Strategic Partnerships & Community Engagement (SPCE) hosts programs and events designed to increase participant's knowledge and information about the college going process. Bruin Connectors provide our visitors and program participants with information on how to become a competitive applicant, and give insight into the student life experience at UCLA by sharing their individual story.

Carefully review the information below regarding position eligibility and responsibilities before applying.

Work hours and structure may change due to COVID-19. SPCE will continue to follow the University guidelines for COVID safety.

Eligibility:

- Must be a team player
- Must have a positive attitude
- Must enjoy working with youth from diverse communities
- Must be enrolled as a full-time student at UCLA for the 2021-2022 academic year
- Must be available to work a hybrid virtual and in-person schedule (including virtual programming)
- Must have customer service skills to address the needs of potential students and families and foster a positive experience virtually and in-person
- Must be available to work a minimum of three hours per week including some weekends (excluding university holidays and campus closures)
- Must agree to a criminal background check
- Must abide by UCLA's COVID-19 guidelines

Bruin Connector Responsibilities:

- Work a minimum of three office hours per week (managing the front desk, greeting guests, answering phones, scanning and filing documents, assisting with office upkeep, and other administrative duties as assigned)

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- At minimum, work half the total number of events offered each quarter. (If SPCE hosts four events in winter quarter, Bruin Connectors are expected to work at least two of the four events)
- Lead campus tours
- Speak on student panels
- Attend mandatory trainings and meetings

As a Bruin Connector you will...

- Develop your student leadership skills
- Develop your administrative skills
- Develop your public speaking skills
- Engage with, and potentially visit UCLA community partners (organizations, high schools, churches, etc.) in the greater Los Angeles area
- Meet and network with various UCLA staff and faculty
- Learn how to use your personal story to inspire others to go to college

The pay rate is \$15 per hour. Working hours for this position will begin in Winter quarter 2022.

Application Instructions

Please complete the application on the next few pages and submit to connecting@spce.ucla.edu via email by **November 30th at 4pm**. More information about our office can be found at www.spce.ucla.edu. If you need to submit a hard copy, please drop it off at our office in Ackerman Union, A205. If you have any questions, please call us at (310) 206-3357 or email us at connecting@spce.ucla.edu.

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BRUIN CONNECTOR APPLICATION

*All fields marked with * are required.*

CONTACT INFORMATION

First Name & Last Name*

UCLA ID*

Mailing Address*

Cell Phone Number*

Email*

Are you currently employed at UCLA?*

☐

Yes

☐

No

If yes, what department?

Will you be working another job this academic year?*

☐

Yes

☐

No

If yes, what department?

Do you currently have work study?*

☐

Yes

☐

No

Will you be enrolled as a full-time student all year?*

☐

Yes

☐

No

If not, please explain.

DEMOGRAPHICS INFORMATION - optional

Will you be the first in your family to graduate from a 4-year college/university?

☐

Yes

☐

No

What high school did you attend?

(APPLICATION CONTINUED ON NEXT PAGE)

If you are a transfer student, what college did you transfer from?

Prior to attending UCLA, did you participate in any college-prep programs? ☐ Yes ☐ No

If yes, please list the program(s) and year(s):

Were you referred to this opportunity? ☐ Yes ☐ No

If yes, by whom?

ACADEMICS / EXPERIENCE

Academic Status* ☐ Undergraduate ☐ Graduate

Major(s)* Minor(s)

List any organizations you have been involved with. Please include all leadership roles.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

OTHER INFORMATION – *criminal convictions may be considered in evaluating your application*

Have you been convicted of a felony or misdemeanor offense by any court in California?*

☐ Yes ☐ No If yes, please explain.

(APPLICATION CONTINUED ON NEXT PAGE)

Have you ever been convicted of a felony or misdemeanor offense in another state?*

☐ Yes ☐ No If yes, please explain.

Have you ever been convicted of a federal crime, as defined in USC 1320a-7(i) or been excluded in participating in any federal or state healthcare programs?*

☐ Yes ☐ No If yes, please explain.

Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986?*

☐ Yes ☐ No

Do you have a valid driver's license?*

☐ Yes ☐ No

If yes, would you be interested in signing up as a BruinCar driver for our office as needed? ☐ Yes ☐ No

I confirm that I can work a hybrid schedule including in-person office hours and virtual programming.* ☐ Yes ☐ No

If no, please explain

ESSAY QUESTIONS – *please submit your typed answers on a separate sheet of paper*

1. Please highlight any administrative, leadership, and/or customer service skills you have from any past work, school, community, or home experiences.* (250-500 words)
2. What does educational access and equity mean to you? Please share any relevant experiences you have related to these issues. How might your understanding/ experiences make you a good fit for this position?*(500-750 words)

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RESUME & TRANSCRIPT

1. Please include your resume with your application submission.
 2. Please submit an unofficial copy of your transcript.
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By my signature below, I certify, under penalty of perjury, that all of the information I have provided in this application and the supplementary materials are true and accurate to the best of my knowledge, and that all statements are my own. I also authorize members of the selection committee to review my submitted academic records. If employed, I understand that any false, misleading, or incomplete information I have submitted may be considered cause for termination.

APPLICANT SIGNATURE

DATE