



U.C.L.A
American Indian Student Association's
A.I.R
2010-2011 Academic Year Job Application

Dear Applicant:

The American Indian Student Association (AISA) at UCLA would like to thank you for your interest in being a part of the 2010-2011 Academic year staff for its American Indian Recruitment (AIR) project. As we approach the coming year we are faced with the disappointing reality that the number of American Indian students at UCLA decreases annually. In order to ensure our representation and presence here at UCLA continues, we must extend our hands out to our younger brothers and sisters in the community so that they too can join us in the universities. Thus, we must commit ourselves to go back into the community and assist youth in entering higher education.

The AIR project provides educational support services, that help encourage American Indian youth to become eligible for a post-secondary education; beyond just being weekly tutors, we also provide academic advisement, mentorship, and culturally relevant programming. We believe in developing holistic self-determined students. With the fact that Los Angeles county has the largest population (156,000) of urban American Indians (2000 US Census) there is a major need for sensitive and culturally appropriate service providers to offer quality services. In fact, within Los Angeles, the American Indian community is one of the most geographically dispersed and most socio-economically disadvantaged communities. We are currently the only project of its kind within the community. This philosophy aspires to develop the self-reliance, self-esteem, and self-determination within students so that they become more critical and build leadership within their respective communities.

The personal statement section of the application gives you an opportunity to give the hiring committee more insight into who you are, what your experiences have been, and where you are headed. The degree progress report is also an important part of the evaluation process. The hiring committee will use your degree progress report in order to get a glimpse of your academic history. It is important to note that the hiring committee does not have any GPA requirements for employment to our project, what the committee does look at is your academic progress, and how you have dealt with problems that may have come up in your past. The resume is requested for the purpose of evaluating work experience and to see what types of community-related activities you have engaged in. The list of references will allow us to find out from others just how exceptional you are.

We hope that through your interest in AIR you can become a part of our family and staff. We encourage you to stop by our office in the Student Activities Center 106 and get to know our staff.

If you have any questions about the application process, pay rates, or any other issues dealing with the hiring process, feel free to call Jose Leon, our current AIR Director at (805)889-0632 or by e-mail at jpulidoleon@gmail.com.

Once again, thank you for your interest in the American Indian Recruitment project.

Teresa Caro, AISA Outreach Coordinator
AIR Advisory Board Hiring Committee
University of California, Los Angeles

Please Note:

- All AIR staff will have mandatory staff training during the summer
- All applications will be reviewed and if selected you will be phoned for an interview.
- All staff members must receive counseling through the American Indian Student Association's RAIN

program.

AIR is hiring for the following positions for the 2010-2011 academic year:

Here are the AIR Position Descriptions:

Administrative Assistant

The position is 8 hours a week, nine weeks of each quarter at \$9.17/hr. Job responsibilities will include the following:

1. Staff and Volunteer Meeting
2. Help plan workshops and activities for the students
3. Student Follow up
4. Tracking
5. Evaluations (AIR Review Committee & Student Initiated Access Committee)
6. Prepare Self-Evaluation
7. Make site and budget proposal recommendations
8. Attend emergency ARC meetings, if needed
9. 1 on 1 with Director
10. Assist in Newsletter Completion
11. Assist in Mail-out Planning and Preparation

Community College Coordinator

The position is 10 hours per week, nine weeks of each quarter at \$10.58/hr. Job responsibilities will include the following:

1. Outreach to Community College students and staff
 - Attending community events
 - Networking at site
2. Weekly visits to an AIR site (UAll, Gardena, or SCIC)
3. Weekly meetings with the Director
4. Office hour to prepare paperwork for community college students and track them
5. Attend at least five American Indian Student Association Meetings
6. Attend all Collegiate Intertribal Alliance Meetings throughout the year
8. (2x per quarter) Attend all ARC Meetings
 - Prepare Self-Evaluation
 - Make Recommendations
 - Attend emergency ARC meetings, if needed.
9. (2x per quarter) Help prepare mid-quarter evaluations and end of the quarter/year evaluations.
10. (1x per quarter) Attendance at AIR training.
11. Newsletter coordination and coordination of student submissions
12. Maintain a caseload of students to peer advise
13. Peer advise community college students

The Peer Advisor/CCC Coordinator must also ...

- Have excellent networking skills (this position requires heavy outreach for students)
- Work excellently with cc students
- Have a solid understanding of the CA Community College system and the transferring process
- Work volunteer hours
- Recruit Volunteers

Site Coordinator

The position is 11 hours a week, nine weeks of each quarter at \$10.58/hr. You must be able to attend site on Tuesday and Wednesday nights as well as weekly administrative meetings and office hours. Job responsibilities will include, but are not limited to the following:

1. Weekly site visits.
 - Peer Advise a caseload of students
2. Facilitate Bi-weekly site meetings with volunteer staff.
3. Weekly administrative staff meetings.
4. Attend at least five American Indian Student Association (AISA) Meetings.
6. Attendance at AIR field trips and outside activities
7. (2x per quarter) Attend all ARC Meetings

- Prepare Self-Evaluation
 - Make Site Recommendations
 - Attend emergency ARC meetings, if needed.
8. (2x per quarter) Help prepare mid-quarter evaluations and end of the quarter/year evaluations.
 9. (1x per quarter) Attendance at AIR training.
 10. Tracking progress/involvement of students at site
 11. Outreach to students, parents, and volunteers
 12. Develop and implement events (workshops, parent meetings, etc.)
 13. Newsletter coordination and coordination of student submissions
 14. Participate in AISA events.
 - Help with the planning of activities and events.
 - Volunteer for Activities and Events
 15. Additional activities/projects as assigned by project director

Administrative Staff will be responsible for carrying Peer Advising caseloads as well as the supervision and monitoring of all programs, volunteers, and staff at respective sites. Each will serve as a community liaison with their site and will report site status and site evaluations to the general AISA body. Administrative staff will facilitate site development, staff development and project development. This will include working with other project staff in curriculum development and workshop planning. The administrative staff is responsible for providing extensive project development by utilizing a collectively developed system of planning, evaluating, monitoring, supervising, liaising, tracking, and staff development for our staff and constituents. The ARC holds all rights to add or decrease to the Site Coordinator job responsibilities.

Higher Education Awareness (HEA) Coordinator

The position is 8 hours per week, nine weeks of each quarter at \$10.58/hr. Job responsibilities will include the following:

1. Logistics: Calling site contacts and setting up visits
2. Weekly visits to an AIR site (Clubhouse, Gardena, or SCIC)
3. Outreaching to HEA students
4. Weekly meetings with the Director
5. Office hours to prepare paperwork for HEA students and track them
6. Attend all American Indian Student Association Meetings
7. (bi-monthly) Attend or coordinate someone to attend the HEA visits during the year
8. (2x per quarter) Attend all ARC Meetings
 - Prepare Self-Evaluation
 - Make Recommendations
 - Attend emergency ARC meetings, if needed.
7. (2x per quarter) Help prepare mid-quarter evaluations and end of the quarter/year evaluations.
8. (1x per quarter) Attendance at HEA-specific AIR training.

The PA/HEA Co-programmer must also be able to:

- Work excellently with students
- Be organized
- Have an understanding of the communities they are outreaching to
- Work volunteer hours
- Attend regular staff meetings
- Recruit Volunteers

Peer Advisor/Tutor

The position is 5 hours per week, 9 weeks of each quarter at \$10.20/hr. Job responsibilities will include the following:

- Assist Site coordinator in peer advising/tutoring sessions
- Help facilitate any workshops at site
- Work excellently with students
- Be organized

- Have an understanding of the communities they are outreaching to
- Work volunteer hours
- Attend regular staff meetings

Recruit Volunteers

_____ Site Coordinator – Commerce (Wednesdays) 5:00–9:00pm

_____ Peer Advisor/Tutor (Monday Site 430-8, Wednesday site 5:00–9pm or Friday Site 9am–1pm)

_____ Community College Coordinator

_____ Higher Education Awareness (HEA) Coordinator

For information concerning staff positions, job descriptions and pay rates please contact: Eva Thomas at (310) 825-3844, ethomas1@saonet.ucla.edu or at the Student Activities Center 106 or you can contact Teresa Caro, AISA Outreach Coordinator at tcaro1@ucla.edu, (626)246-4229

Non-Discrimination Clause

It is the policy of the University not to engage in discrimination against or harassment of any person employed by or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994). This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

Statement of Truth & Release of Records

All information submitted is true to the best of my knowledge. I also allow the release of my records to members of AISA's AIR Hiring Committee.

Signature

Date