

UCLA ACADEMIC & STUDENT SERVICES INTERN PROGRAM OVERVIEW 2017-2018

Academic & Student Services (AS2) supports the unique needs of each student-athlete by providing strategic services and programming in the areas of academic support, academic counseling, student-athlete development, and student services. Our student-centered approach empowers student-athletes to maximize their educational experience as they pursue their academic and personal goals. It is our mission to graduate self-sufficient learners who are able to successfully embark on life after college.

The primary responsibility of the AS2 Intern is to serve as an academic mentor to freshmen and transfer UCLA student-athletes. The AS2 internship program is a professional practice experience that provides exposure to academic support services, academic counseling, NCAA continuing academic eligibility rules, and athletics administration. Through hands-on experience interns receive valuable feedback on their development and demonstration of essential professional skills.

Job Description:

I. AS2 interns in collaboration with academic counselors, learning specialists, academic coordinators, and student-athletes will develop an individualized academic support plan to address the needs of each student-athlete on their caseload by:

- identifying early academic concerns through formal and informal assessments
- incorporating strategies offered by learning specialists to adjust to the need of each individual learner as identified by the LASSI, AWPE and reading assessment
- assessing student-athletes' academic progress
- fostering academic accountability
- educating student-athletes on how to communicate with professionalism and etiquette in a university setting
- supporting student-athletes in identifying, seeking, and utilizing human and organizational resources
- encouraging student-athletes to engage in a process of self-reflection to identify and continue to refine personally meaningful reasons and goals for attending the university
- assisting student-athletes in developing a success plan by setting large-scale attainable academic goals and support them by completing smaller targeted practical tasks
- monitoring personal transition to a competitive university environment
- documenting progress towards goals weekly in academic progress reports and quarterly in the Individual Learning Profile (ILP)

II. AS2 interns will instruct student-athletes on how to utilize a variety of resources to understand degree requirements in order to execute meaningful program planning towards major exploration and preparation. AS2 interns will guide student-athletes in program planning by:

- utilizing the modeled DARS report in order to understand degree requirements
- navigating the Registrar's Schedule of Classes to search for classes and determine requirements needed to be eligible to enroll into a course
- using the Class Planner tool to develop a study list for the following quarter

III. AS2 interns will also:

- participate in all mandatory initial and ongoing training and professional development sessions
- perform general administrative tasks as needed and complete various projects as assigned by supervisors
- maintain a regular schedule of recurring mentoring sessions as assigned each quarter based on student-athlete availability and need
- learn and follow all department policies, University standards of academic integrity, applicable NCAA Bylaws, and confidentiality agreements

Job Requirements:

- Bachelor's Degree
- The AS2 Intern position will be a 9-month assignment. Dependent on previous experience, professional interest, supervisor discretion and program availability, interns will be assigned to one of the following three areas: Football, Basketball, or the Olympic Sports Support Programs.
 - 9-month position begins September 12th, 2017 and ends June 14th, 2018.
 - Mandatory on-board training will be held on September 12th, 14th, 19th and 21st from 9 a.m. - 4:30 p.m.
- Each position will carry on average, 15-17 hours per week. The maximum number of hours you will be allowed to work in any given week is 17*. Special events may include evenings and weekends.

* Interns will not work and will not be paid during University holidays and closures including:

- Winter Break: December 18th, 2017 through January 5th, 2018
- Spring Break: March 26th, 2018 through March 30th, 2018

Salary:

- \$14.00 per hour

Internship Benefits:

- 30 hours of Professional Development
 - NCAA Continuing Academic Eligibility with the Assistant Director of Compliance and Eligibility
 - QPR Training and Certification
 - Finding Focus Training facilitated by UCLA Counseling and Psychological Services
 - Motivational Interviewing Skills facilitated by UCLA Counseling and Psychological Services
 - DiSC Profile Assessment
 - Presentations by UCLA Senior Staff and Athletic Directors, UCLA Head coaches, Olympians, UCLA Campus Administrators, and former UCLA AS2 Interns
- Olympic Sports Card
- Staff Networking Luncheons
- Career Support Workshops

This internship has the following limits:

- This position does not provide parking
- The position does not provide housing
- This position does not provide course credit through UCLA
- This position does not provide medical, dental or vision benefits

AS2 2017-2018 INTERNSHIP PROGRAM APPLICATION INSTRUCTIONS

Application Process:

We will interview and make hiring decisions on a rolling basis. We highly encourage early applications as positions fill quickly. Interns applying for a 2017-2018 appointment must commit to the internship for the FULL appointment.

To apply for the AS2 Internship Program, please complete the attached application.

- Application Deadline: August 11th, 2017

All applications must include the following items:

1. A cover letter with a brief statement regarding your professional aspirations and your interest in working as an Intern for the Academic & Student Services Office.
 - a. Please include any experience in orientation programs, tutoring, mentoring, advising, teaching, coaching, experience with disability services, etc.
 - b. Please indicate if you are a former student-athlete or if you have previously worked in an athletic department.
2. Resume with reference list (minimum of three references).
3. Copy of your academic transcript(s). Unofficial transcripts will be accepted.
4. The following one page AS2 2017-2018 Internship Program Application.
5. Your typed responses to the following AS2 2017-2018 Internship Program Short Response Questions.

We accept applications via email or standard mail. Please follow the instructions below for submitting your application.

Email:

All emailed applications should be sent to the Intern Committee Chair, Linda Lassiter, at llassiter@athletics.ucla.edu.

Please compile the above items (1-5) and submit together in one PDF document. The document should be saved as a PDF titled "Your Last Name, Your First Name." (Ex: Smith, John.pdf)

Standard mail:

All mailed applications should be sent to the following address:

Linda Lassiter, Intern Committee Chair
Academic & Student Services
J.D. Morgan Center
P.O. Box 24044
Los Angeles, CA 90024-0044
(310-206-6209)
llassiter@athletics.ucla.edu

UCLA is an Affirmative Action/Equal Opportunity employer.

AS2 2017-2018 INTERNSHIP PROGRAM APPLICATION

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Phone #: _____ Email: _____

UCLA ID# (if applicable): _____

The Department of Intercollegiate Athletics sponsors 25 NCAA varsity sports. Academic Interns will be assigned to work with one or more teams based on qualifications, experience and interest. Do you have a preference of which sports you would like to work with? If so, please specify and explain interest:

Please state any current or future obligations that may impact your availability during the time of the internship (graduate/professional schools, Ph.D., TA appointment, additional employment).

Compliance Questions

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|---|-----|----|
| 1. Do you know anyone currently employed in the UCLA Department of Intercollegiate Athletics? | Yes | No |
| 2. Do you know any potential prospects being recruited by UCLA? | Yes | No |
| 3. Do you know any current student-athletes at UCLA? | Yes | No |
| 4. Do you know any student-athletes that have graduated from UCLA within the last two years? | Yes | No |
| 5. Do you have any virtual/on-line relationships with current student-athletes? | Yes | No |

If you responded yes to any of these questions, please explain below. The information you provide will not adversely affect your consideration for employment.

AS2 2017-2018 INTERNSHIP PROGRAM SHORT RESPONSE QUESTIONS

Question 1: You **MUST** answer the following question.

During your mentor session, Josie Bruin shares that she's disappointed with her midterm results from last week. Josie feels that she studied really hard and that her hard work didn't pay off. She feels that she should have done well on the test, because she studied all Saturday night and all day on Sunday. She even skipped the Beat 'SC Bonfire to focus on her academics. Josie explains that she reread all of the assigned textbook material and made flashcards of the bold words in the text. Josie feels that she did everything she could do to prepare and doesn't know what else to do. How would you advise Josie?

Question 2: Please choose **ONE** of the options below to response to.

Option 1: College Experience and Success

Take a moment to reflect upon your college experience (required general education courses, first major course, athletic performance and responsibilities, extracurricular activities—lots of possibilities here).

- Identify two important lessons you learned, explain how you learned them, and what those lessons contributed to your overall college experience and success in life.

Consider the following in your response:

- *What kind of student were you? What academic challenges did you encounter for the first time? How did you overcome those challenges?*
- *How did you cope with the inevitable stress that comes along with being a college student? What resources did you utilize?*
- *What was most rewarding about your college experience?*

Option 2: Success Defined

John Wooden defines success in the following way: "Success is a peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming".

- How would you define success? How would you define failure?
- Share with us a time you experienced success. What did you learn from this experience?
- Share with us a time you experienced failure. What did you learn from this experience?

Option 3: Mentoring

- In your experience of either mentoring others or being mentored, share a valuable experience and how the mentoring process gave insight into your own path to achieve your goals.
- Please be specific and give examples.