

USAC Community Service Commission

405 Kerckhoff Hall, 308 Westwood Plaza, Los Angeles, CA 90024

CSC Directors Application 2017-2018

Applications are due Friday, May 19th, by 11:59pm. Submit a PDF of your application to cscchiefstaff@gmail.com. Earlier submissions are encouraged. If you have questions, please email cscchiefstaff@gmail.com.

General Information

Since 1965, the Undergraduate Students Association Community Service Commission (CSC) has focused its efforts towards creating social change, understanding the greater Los Angeles community, and promoting campus-wide service programming. CSC represents 35 student-run community service projects that work to tutor youths and adults, address the health needs of ethnic communities, combat poverty and homelessness, and reach out to incarcerated youth and neglected children. CSC projects strive to provide communities with the tools to empower themselves and challenge the structures and barriers that keep them from achieving their goals. The commission also aims to centralize the service efforts of the UCLA campus community through issues awareness, collaboration, Alternative Spring Break, and large-scale service programming.

General Expectations for Directors

- Attend Directors Day Retreat over the summer
- Attend a bi-weekly director meeting
- Attend weekly staff meetings and committee meetings
- Attend all trainings, staff retreats, general meetings, and major programs
- Be accountable and keep other staff members updated
- Be proactive in serving as a resource for projects
- Perform additional duties as determined by the Executive Board

Position Descriptions

The duties include, but are not limited to, those mentioned below. The duties below may be adjusted as need permits, but the general scope of each position will remain the same. Number of positions is indicated after the title but can vary depending on need.

Transportation Director (1)

The Transportation Director shall be responsible for all transportation matters for the commission. He/she must be available to handle scheduling, van maintenance, and paperwork.

1. Maintain correspondence with ASUCLA, SGA, UCLA Fleet and Transit, projects, and staff on transportation matters.
2. Implement and enforce transportation rules, regulations, and procedures.

3. Update staff and projects on any transportation issues and changes.
4. Oversee usage, maintenance, upkeep, and cleanliness of vans.
5. Coordinate transportation for projects and staff.
6. Act as a liaison between projects, staff, SGA, UCLA Fleet and Transit, and ASUCLA on transportation matters.
7. Manage new van purchases and replacements.

Finance Director (1)

The Finance Director shall be responsible for all financial matters of the commission. He/she must have substantial knowledge and awareness of accounts, budgets, funding sources, deadlines, and fiscal procedures.

1. Assist the Executive Board in formulating a budget for the year.
2. Assist CSC staff in drafting funding proposals and attending hearings.
3. Screen and process all general requisitions for CSC staff.
4. Monitor the budget of CSC and the budgets of commissioned projects.
5. Assist projects in developing the budget section of their CAC proposals.
6. Act as the main consultant for projects on any financial issues.
7. Seek outside funds by applying for grants and requesting sponsorships.
8. Coordinate all fundraisers, with a minimum of one fundraiser per quarter.
9. Oversee and work closely with Finance committee.

Operations Manager (1)

The Operations Manager shall be responsible for all operational duties within the commission. He/she shall oversee all CSC offices, data, and resources to ensure that all material needs of the commission are met.

1. Maintain the orderliness and cleanliness of the CSC office and all of its assets.
2. Organize a quarterly CSC office cleanup with all CSC projects and staff members.
3. Handle all managerial responsibilities, including sorting mail, messages, and packages.
4. Maintain all office appliances, equipment, supplies, and forms and inventory of supplies.
5. Supervise access to and use of office space, equipment, library, and shared supplies.
6. Manage copy accounts and invoices for projects.
7. Record minutes and notes at staff meetings.
8. Maintain information boards, commission archives and records.

External Programs Director (EPD) (1)

The External Programs Director shall be responsible for planning and executing quarterly, issue-focused weeks collaborating with both external and internal organizations

1. Oversee all committee members, and run weekly Programming meetings.
2. Train committee members in event programming.
3. Facilitate quarterly programming weeks and collaborations with both UCLA based groups and external entities

4. Maintain relations with multiple outside entities and service organizations and co-program with them as deemed necessary.

Design Director (1)

Must have significant experience in editing software such as Adobe Suite and Photoshop

The Graphic Design Director shall be responsible for organizing and leading the Graphic Design Committee on all efforts related to CSC graphics, media, and creative brand

1. Oversee a Marketing/Design committee to utilize each person's skill to best facilitate the image of CSC and CSC projects.
2. Work with the CSC Marketing Director to complete all marketing tasks assigned for both CSC staff and projects
3. Work with the CSC Marketing Director to increase CSC's presence on campus through various innovative mediums including photo campaigns, flyers, banners, etc.

General Application Information

Name (First Middle Last):

Email:

Phone Number:

Year in School, Major(s) and Minor(s):

How did you hear about this opportunity?:

Position Rankings

Please rank the positions you are applying for in order of preference. If you are applying for more than one CSC Director, you must answer position-specific supplemental prompts for each position.

First Choice:

Second Choice (optional):

Third Choice (optional):

General Prompts

Please answer each response thoughtfully in 300 words or less.

1. What does community service mean to you? What experiences, if any, have you had that shaped your definition of service?
2. Why do you want to be a part of CSC? Based on your background, experiences, and/or qualities, what can you bring to the staff and to the Commission as a whole?

Prompts (Position-Specific):

Please fill out the appropriate responses below in 250 words or less.

Transportation Director

1. What types of skills do you possess that will allow you to excel as a Transportation Director?
2. Consider the following scenario:
 - a. Group A and Group B are assigned the same van for this weekend. Group A requested the van for Saturday 8am-5pm and Group B requested the van for Sunday 8am-3pm. When Group B goes to Lot 4 to pick up the van they had requested, they find that the van is not in the parking lot as it should be. Group B then calls you. What do you say and how do you deal with this situation?
3. What problems do you think that our projects faced with transportation this year and how do you intend on addressing them if you were selected?

Finance Director

1. How much do you know about UCLA funding bodies and accounting procedures? Please explain your experience with writing funding proposals.
2. Budgeting and organization are an important part of the Finance Director's job. What experience do you have budgeting? How would you use your organizational skills to help CSC and its projects budget throughout the year?
3. How do you plan to work with the finance committee to accomplish tasks such as communicating with other committees on staff and completing funding applications?

Operations Manager

1. Keeping our offices in Kerckhoff clean is important to encourage communal uses, project space, and CSC visibility. How will you make sure that CSC staff and projects are accountable for their own space and communal spaces?
2. What skills or ideas or improvements would you want to implement next year? What skills do you have that you think would help in implementing them?
3. Project directors and staff members heavily rely on the resources that we provide them. Often, problems arise around the office regarding space or resources (e.g. our printer

and our projectors) that must be solved immediately to ensure that events or fundraisers can take place. Describe an experience in which you had to work under pressure to solve a problem in a timely manner and explain the steps you took to solve it.

External Programs Director

1. This position requires working with other groups to collaborate on new programs or existing programs. What issues do you imagine you will face and how will you work to overcome them?
2. With its new focus on projects, this position will require you to work with CSC projects throughout the year. How do you envision the involvement of projects with the programs put on by this committee?
3. Identify one problem you saw with EP this year and how would you plan to change that?

Design Director

1. What graphic design skills do you have that you believe make you a qualified candidate for this position? Please list all design programs that you have experience with.
2. From creating graphic designs for all CSC programs and events to assisting CSC projects with their graphic design requests, this committee finds itself with many projects to be completed in a timely manner. Describe a cohesive plan for how you will manage these projects with your committee?
3. This role requires communication and collaboration with all staff committees and projects. How will you hold staff and project directors accountable to carry out the plan described above?

Applicants Availability and Addendum

1. What other time commitments will you have next year and what positions do you expect to hold? Please include jobs, family obligations, roles in other student groups, etc.
2. Below, please list the times during Week 6 that you are available for an interview:
 - **Monday (5/22):**
 - **Tuesday (5/23):**
 - **Wednesday (5/24):**
 - **Thursday (5/25):**
 - **Friday (5/26):**
3. What are your summer plans? Will you be around UCLA? Will you be able to attend General Retreat in June? If not, will you be available via phone for conference calls? Will you be able to fulfill your responsibilities in the summer (including planning for general retreat)? Please provide a detailed description regarding your summer availability.

Addendum

Feel free to include any other information you would like to include that you have not been able

to include in the rest of the application, or state any specific conflicts that you have that may affect the fulfillment of this positions.

Applicant Agreement

Applicant Eligibility Requirements:

1. Be a registered UCLA student for at least one year
2. Available on Wednesday evenings to attend staff and general meetings
3. Capable of responding to messages (email or phone) within 48 hours

The applicant must also be willing to make himself or herself available for other meetings, or if exec, staff or general meeting times change.

Statement of Verification and Consent

By submitting this application, you are indicating that:

1. *I have read and understand the applicant eligibility requirements and that I am eligible to apply for the position I have indicated. I have or will inform the current Executive Board, immediately, of any conflicts that may arise that may affect my eligibility or my ability to fulfill the responsibilities of the position I am applying for.*
2. *I am applying for this position out of my own genuine will.*
3. *I have read and understand the responsibilities for the position I am applying for. If selected, I agree to carry out those responsibilities accordingly.*
4. *I verify that all information I have entered in this application is honest and accurate.*