

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 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. Academic mentors, in collaboration with academic counselors, learning specialists, academic coordinators, and student-athletes develop individualized academic support plans for each student-athlete on their caseload as they:

- identify early academic concerns through formal and informal assessments
- incorporate strategies offered by learning specialists to adjust to the need of each individual learner as identified by the LASSI and AWPE
- assess student-athletes' academic progress
- foster academic accountability
- educate student-athletes on how to communicate with professionalism and etiquette in a university setting
- support student-athletes in identifying, seeking, and utilizing human and organizational resources
- encourage 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
- assist student-athletes in developing a success plan by setting large-scale attainable academic goals and support them by completing smaller targeted practical tasks
- monitor personal transition to a competitive university environment
- document progress towards goals weekly in academic progress reports and quarterly in Individual Learning Profiles (ILP)

II. Academic mentors 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. Academic mentors will guide student-athletes in program planning as they:

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

III. Academic mentors 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 is 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 Olympic Sports.
  - Positions begin September 11<sup>th</sup>, 2018 and end June 13<sup>th</sup>, 2019.
  - Mandatory on-board training will be held on September 11<sup>th</sup>, 13<sup>th</sup>, 18<sup>th</sup> and 20<sup>th</sup> from 9am - 4:30pm.
- 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.
  - Office hours are Monday through Friday, 8am-5pm
- Interns will not work and will not be paid during University holidays and closures including:
  - Winter Break: December 17<sup>th</sup>, 2018 through January 4<sup>th</sup>, 2019
  - Spring Break: March 25<sup>th</sup>, 2019 through March 29<sup>th</sup>, 2019

**Salary:**

- \$14.00 per hour

**Internship Benefits:**

- 30 hours of Professional Development
  - NCAA Continuing Academic Eligibility with the Associate Director of Academic & Student Services
  - QPR Training and Certification
  - Trainings facilitated by UCLA Counseling and Psychological Services
  - DiSC Behavioral 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 Events
- Career Support Workshops

**This internship does not provide:**

- Parking (parking passes available for purchase)
- Housing
- Course credit through UCLA
- Medical, dental or vision benefits



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## DEPARTMENT OF INTERCOLLEGIATE ATHLETICS 2018-2019 INTERN 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 2018-2019 appointment must commit to the internship for the FULL appointment. To apply for the AS2 Internship Program, please complete the attached application.

- Application Deadline: May 18<sup>th</sup>, 2018

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
  - Please include any experience in orientation programs, tutoring, mentoring, advising, teaching, coaching, working with disability services, etc.
2. Resume with reference list (minimum of three references)
3. Copy of your undergraduate and graduate (if applicable) academic transcript(s). Unofficial transcripts will be accepted
4. The following one page 2018-2019 AS2 Intern Program Application
5. Employment History Questionnaire

Note: Writing sample and response to case studies will be required prior to interview, which will be provided at a later date.

Please follow the instructions below for submitting your application.

Application materials should be emailed to the Intern Committee Chair, Linda Lassiter, at [llassiter@athletics.ucla.edu](mailto: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: Bruin, Joe.pdf)

Any questions or concerns regarding the application or the application process should be directed to :

Linda Lassiter, Intern Committee Chair  
Academic & Student Services  
(310) 206-6209  
[llassiter@athletics.ucla.edu](mailto:llassiter@athletics.ucla.edu)

## 2018-2019 AS2 INTERN PROGRAM APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

UCLA ID# (if applicable): \_\_\_\_\_

Have you ever been an employee of UCLA?    No \_\_\_\_\_    Yes \_\_\_\_\_    Currently \_\_\_\_\_

If yes/currently, please list the following:

Department Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Are you a foreign national?    No \_\_\_\_\_    Yes \_\_\_\_\_

If yes, list Visa type: \_\_\_\_\_

The Department of Intercollegiate Athletics sponsors 25 NCAA varsity sports. Academic mentors 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:

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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).

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DEPARTMENT OF INTERCOLLEGIATE ATHLETICS  
EMPLOYEE HISTORY QUESTIONNAIRE

Thank you for your interest in employment with Academic & Student Services in the Department of Intercollegiate Athletics. Please submit your completed employee history questionnaire to the hiring coordinator. Answers to these questions do not necessarily impact your ability to be hired by UCLA.

Hiring Coordinator: Linda Lassiter, Senior Academic Counselor/Intern Management Committee Chair  
Office: JD Morgan Center 127  
Email: llassiter@athletics.ucla.edu

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position applying to: \_\_\_\_\_

1. Are you a current or former student-athlete?  Yes  No  
If yes, please list the institution(s), team(s) and year(s) of participation:
  
2. Do you know anyone currently employed in the UCLA Department of Intercollegiate Athletics?  Yes  No  
If yes, please list the employees and nature of the relationship:
  
3. Do you have a pre-existing relationship (including via social media) with any prospective student-athletes that UCLA is recruiting and/or any current UCLA student-athletes?  Yes  No  
If yes, please list the student-athletes, duration and nature of the relationship:
  
4. Do you know any student-athletes who have graduated from UCLA within the last two years?  Yes  No  
If yes, please list the student-athletes:
  
5. A) In the last two years, have you worked/volunteered at a high school or junior college and/or B) are you currently working/volunteering at a high school or junior college? Please account for all positions, including, but not limited to academic mentoring, tutoring, administrative support, etc.  Yes  No  
If yes, please list the school(s), period and your job or volunteer title(s):



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DEPARTMENT OF INTERCOLLEGIATE ATHLETICS  
EMPLOYEE HISTORY QUESTIONNAIRE

If yes, did you participate in any student-athlete recruiting activities for the school(s) e.g. meet with prospective student-athletes, evaluate athletic abilities, etc.?  Yes  No

6. A) In the last two years, have you worked/volunteered at a four-year college or university (including UCLA) and/or B) are you currently working/volunteering at a four-year college or university? Please account for all positions, including, but not limited to academic mentoring, tutoring, administrative support, etc.

Yes  No

If yes, please list the school(s), period and your job or volunteer title(s):

If yes, did you participate in any student-athlete recruiting activities for the school(s) e.g. meet with prospective student-athletes, evaluate athletic abilities, etc.?  Yes  No

7. Have you coached or are currently coaching a sports team? Include paid and unpaid positions.  Yes  No  
If yes, please list the sports teams and age/grade levels coached:

By signing below, I acknowledge I have answered the information correctly to the best of my knowledge. I understand that I must update my prospective employer, should any of the information above change. If hired, I am responsible for notifying my supervisor of changes to my status.

My employer reserves the right to decline to hire or to take any employment action up to and including suspension or termination based on my status or subsequent changes in my status.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date