

The UC Merced College Advising Corps Scholars was launched in 2018 as the 25th chapter of the College Advising Corps (CAC) with the vision of making college a viable option for all students and increasing the college-going rates for partner schools and districts in the San Joaquin Central Valley. The UC Merced CAC Scholars Program works in collaboration with partner schools and college student academic preparation programs to offer supplemental college access and preparation efforts for all students using research-based best practices. The UC Merced CAC Scholars Program provides comprehensive college advising, awareness, and preparation resources and services through the efforts of a dedicated College Fellow.

#### UC Merced CAC Scholars Program - College Fellows:

- Under the direction and purview of a full-time Project Director, an employee of UC Merced and experienced manager in student academic preparation programs, will learn the theory and receive mentoring and field experiences in college access and preparation, public education, student, parent, and district-centered services;
- Will be placed at select partner high schools in the counties of Stanislaus, Merced, and Madera;
- Will be assigned to a new or existing partner high school served by another CEP program;
- Will participate in local and national research and data collection as specified by state and federal agreements, including the provision of intensive program activities using evidence-based best practices of highly successful college access programs and strategies that build college going cultures through individual, small group, classroom, and whole school efforts;
- Will be responsible for data collection, entry, tracking, and analysis of student and whole-school services. The UC Merced CAC Scholars Program is a student centered and data driven organization; and
- Will implement the following best practice program efforts and activities: recruit and mentor a high school students in specific grade levels; support partner school sites' school-wide college preparation; and provide students with college access and preparation assistance, such as academic advising, college admissions applications, financial aid applications, scholarship applications and higher entrance exams preparation/registration.

The UC Merced CAC Scholars Program is committed to providing high quality services to students and improving outcomes for college access through an ongoing cycle of continuous improvement. This approach requires data collection, analysis, and decision-making based on progress towards goals. College Fellows will rely on a formative assessment to learn what is effective or not within the context of their assigned schools. As such, regular data collection, entry and analysis is an essential function of each College Fellow. A Project Director will oversee day-to-day program efforts and activities and provide College Fellows with training and guidance in meeting the requirements of the program and professional development to promote leadership, careers in public service, research, and graduate school.

#### Monthly Living Allowance, Year-End Award and Health Care Coverage:

- \$2,610 monthly living allowance for a 10-month term; August through May
- Up to a \$4,000 Year-End Award upon successful completion of two terms ((2) 10-month 1,700 hours)

#### Eligibility Requirements:

1. Must be a recent college graduate. (*earned a BA/BS earned in 2017 or 2018*)
2. Prior experience working with middle and/or high school students; college access/outreach programs; and/or urban public schools ranging from small charter schools to large comprehensive high schools preferred; interest in putting theory into practice and using data and evaluation techniques to continuously improve program.
3. Genuine interest in increasing educational opportunities for youth and creating a college going culture in schools.
4. Must be available from August 1, 2018 through May 31, 2019; Monday through Friday, 8:00 am - 5:00 pm; some evening and weekend trainings/events (varies by region and site placement).
5. Ability to demonstrate initiative and work independently.
6. Ability to travel locally, state-wide, and nationally; ability to travel to and from school sites. (*Access to a reliable car highly preferred*)
7. Ability to relocate to region of placement.
8. Fellowship is contingent upon successful completion of the criminal background check (*FBI, DOJ, **Dru Sjodin***).

**Application Process:** Recruitment will be ongoing and selected applicants will be offered an interview.

Applications may be e-mailed, mailed OR dropped off at the following location:

UC Merced College Advising Corps Scholars  
Attn: Daniel Lepe  
Center for Educational Partnerships  
550 E Shaw Ave, Suite 105  
Fresno, CA 93710

For further information contact: Daniel Lepe at [DLepe@UCMerced.edu](mailto:DLepe@UCMerced.edu).

The following documents must be completed and included in your application:

- ☐ **Application Checklist** (page 2)
- ☐ **Personal Information Form** (page 3)
- ☐ **Placement & Placement Type Preference Form** (page 3)
- ☐ **Recommendation Form &** ☐ **Letter of Recommendation** (page 4)
- ☐ **Personal Statement:** Attach a typed personal statement addressing both of the following prompts (2 pages maximum; 12 pt. font; single or double spaced):
  1. Tell us about an experience in your educational journey (K-12 or post-secondary) that influenced your decision to apply to become a UC Merced CAC Scholar College Fellow.
  2. As a College Fellow, you will encounter some challenges. What qualities do you possess or would need to develop to increase equity and college access for first generation, low-income students and address the challenges they face?
- ☐ **Resume**
  - o Please include a copy of your current resume highlighting your professional, academic, and student life experiences relevant to this position.

By signing below, you certify that:

- o The information contained in this application is true to the best of your knowledge.
- o You are over 18 years of age.
- o You are a High School and College graduate (BA/BS). *Verification of college graduation may be requested.*
- o You have not been convicted of a felony.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Fellowship is contingent on successful completion of the background check. If selected as a finalist, you are subject to a criminal background check with the UC Merced Police Department and **Dru Sojin** clearance.*

**UC Merced CAC Scholars USE ONLY**

☐ **First Interview** \_\_\_\_\_ ☐ **Second Interview** \_\_\_\_\_  
**Program Admission** ☐ Yes ☐ No **Fellow Acceptance** ☐ Yes ☐ No **Placement Site** \_\_\_\_\_  
**Fingerprinting** ☐ **Appointment** \_\_\_\_\_ ☐ **Cleared UC Merced** \_\_\_\_\_ ☐ **NSOPW** \_\_\_\_\_

**Notes:**

University of California, Merced- College Advising Corps Scholars  
Application Checklist (2018-2019)



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

Local Address \_\_\_\_\_ (Street Address/PO Box) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

Permanent Address \_\_\_\_\_ (Street Address/PO Box) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

Local Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Date of Birth \_\_\_\_\_

College/ University \_\_\_\_\_ Graduation Year/ Degree \_\_\_\_\_

High School \_\_\_\_\_ Graduation Year/ City, State \_\_\_\_\_

**Yes/ No** Will you be available on a full-time basis by September 1, 2018?

**Yes/ No** Will you be available on a full-time basis through May 31, 2019?

**Yes/ No** Have you previously completed an AmeriCorps term of service? If yes, indicate year(s) and AmeriCorps Programs \_\_\_\_\_

**Yes/ No** Have you been fingerprinted by the UC Merced Police Department (UCM PD) within the last two years?

**Yes/ No** Will you be able to use a car to travel to your service site(s)?

**Yes/ No** Have you worked with a college-access, outreach or student-run program while attending college? If yes, list program(s) and year(s) \_\_\_\_\_

**Yes/ No** Were you a participant of a college-access/outreach program while a high school student? If yes, list program(s) \_\_\_\_\_

Where did you hear about the UC Merced CAC Scholars College Fellow opportunity? Please specify below: \_\_\_\_\_

*Placement and Placement Type Preference Form Placement*

Please rank your preferred placement region with 1 being your most preferred region. The UC Merced CAC Scholars will attempt to place you with one of your two top choices, but cannot guarantee a first-choice placement.

- **Do not include regions you are not willing to be considered for** in your rankings.
- **All placement sites are pending funding and district approval.**

**Placement Preferences:**

- \_\_\_\_\_ No Preference, will consider all sites
- \_\_\_\_\_ Atwater High School
- \_\_\_\_\_ Buhach Colony High School
- \_\_\_\_\_ El Capitan High School
- \_\_\_\_\_ Los Banos High School
- \_\_\_\_\_ Madera High School
- \_\_\_\_\_ Madera South High School
- \_\_\_\_\_ Pacheco High School
- \_\_\_\_\_ Turlock High School

# University of California, Merced- College Advising Corps Scholars Application Checklist (2018-2019)



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## This document is to be completed by the Recommender:

The applicant is applying for a College Fellow position with the UC Merced College Advising Corps (CAC) Scholars Program. Your comments and feedback will assist in the selection process. The UC Merced CAC Scholars Program will use the Recommendation Form and Letter of Recommendation to select College Fellows.

The UC Merced CAC Scholars Program is committed to providing high quality services to students and improving outcomes for college access through an ongoing cycle of continuous improvement. A Project Director will oversee day-to-day program efforts and activities and provide College Fellows with training and guidance in meeting the requirements of the program and professional development to promote leadership, careers in public service, research, and graduate school.

## Section I: Recommender Information

Your Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Organization/Company \_\_\_\_\_

Address \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

In what capacity? ☐ Supervisor/Employer ☐ Co-Worker ☐ Instructor ☐ Other \_\_\_\_\_

## Section II: Applicant Rating

Emotional Maturity ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Professional Commitment ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Professional Judgment ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Ability and adaptability to challenging working conditions (e.g. under-resourced schools and communities, colleagues with differing points of view, changes in goals and structure):

☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Data Collection, Entry and Analysis ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Initiative ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Work/Interaction with Others ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Social Awareness & Concern ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Oral Expression ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Leadership ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Prior Performance ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Ability to Work Independently ☐ Outstanding ☐ Good ☐ Average ☐ Poor ☐ N/A

Overall Recommendation

☐ Highly recommend ☐ Recommend ☐ Recommend with some reservation ☐ Do not recommend

## Section III: A Letter of Recommendation is required along with the Recommendation Form

Once completed, please return the Recommendation Form and Letter of Recommendation in a sealed and signed envelope to the applicant. The completed application package must be received at the CACS office by **September 30, 2018; 5:00 pm PST**.

You may also send the Recommendation Form and Letter of Recommendation directly to CACS via mail to:

UC Merced College Advising Corps Scholars Program  
Attn: Daniel Lepe  
Center for Educational Partnerships  
550 E Shaw Ave, Suite 105, Fresno, CA 93710

**OR** scan and email a PDF of the Recommendation Form and Letter of Recommendation to [dlepe@ucmerced.edu](mailto:dlepe@ucmerced.edu).

## 1. What does it mean to be a CAC Scholars College Fellow?

The UC Merced CAC Scholars Program provides College Fellows with an opportunity to gain experiential learning through significant hands-on field experience in education and college advising and access. Fellows receive training, professional development, supervision, and coaching to provide low-income, first-generation high school students college preparation services and resources. The appointment is a full-time assignment at a high school located in the San Joaquin Central Valley.

The UC Merced, Center for Educational Partnerships provides direct oversight of the CAC Scholars Program and has a strong commitment to public service and a culture that promotes and delivers outstanding service to high school students to increase their college readiness, access, and success. As a College Fellow the fellow will be required to abide by the established professional standards and minimum service requirements must be met. The UC Merced CAC Scholars Project Director will provide College Fellow feedback on his/her performance twice a year. The service term for the fellowship is 10 months, beginning August 1, 2018 and ending May 31, 2019. Only College Fellows who meet expectations/performance standards will be invited back for a second 10-month term.

## 2. What are some benefits and challenges?

### Benefits

- Amazing opportunity to work in-depth with and impact the lives of first-generation and low-income high school students.
- Opportunity to work in a community that may reflect your own experience.
- Multiple professional development opportunities. (See #3 for more information)
- Ongoing coaching and support from Regional Managers and/or Coordinators at the CEP.
- Opportunity to significantly build resume, competencies, and skills.
- Networking opportunities with K-12 educators and administrators, non-profit professionals and higher education professionals and policy makers.
- Staff have been offered positions at partner high schools, Community Based Organizations, community colleges, and 4 year universities.
- Up to 6 to 8 hours a month for graduate and career exploration or to complete graduate school applications; the UC Merced CAC Scholars Program will provide a minimum of two workshops or panels per semester.

### Challenges

- Training days can be long but are informative and rich in content.
- Managing time to complete service requirements, complete data entry, and meet the needs/requests of site partners.
- Completing multiple projects with competing deadlines.
- College Fellows may have limited funds for student activities.
- Working evening and weekend events when necessary.
- Providing classroom guidance.
- Working with high-need student populations that require a lot of high-quality support, assistance, and resources in order to meet their potential.
- Complex school environments and political dynamics.
- A significant amount of data entry and documentation of services is required of College Fellows.
- College Fellows must be flexible and may have to adjust hours. There are peak seasons during the school year when College Fellows will increase their service hours to meet the needs of students. For example, October through November, College Fellows may complete more than 40 service hours a week.

### 3. What types of training and professional events are required for the College Fellows?

College Fellows are expected to attend:

- Trainings by the University of California Merced, Center for Educational Partnerships, and the College Advising Corps (CAC) Program: four-week CACS College Advising Institute in August (includes training sessions provided by experts in education and youth development and customized trainings provided by Regional Managers and Coordinators), a one to two-day mid-year training, year-end training, and the CAC National Adviser Summit (this summit takes place in the fall semester in Washington DC every other year and at a CAC chapter area on alternating years).
- Statewide Trainings in Local Region: UC Counselor Conference, CSU Counselor Conference, and the California Student Aid Commission FAFSA and Cal Grant Training.
- Region Specific Trainings: College Board Counselor Conference, ACT High School Counselor Conference, additional conferences/professional development as determined by the Project Director.
- School Site/District Professional Development Days/Workshops: College Fellows may be invited by school or district partners to attend professional development opportunities. The Project Director must approve all the trainings College Fellows plans to attend.

### 4. What attire is required for College Fellows?

Professional attire is required during business hours.

### 5. How much graduate school and career exploration/support is offered to College Fellows?

While the focus of the UC Merced CAC Scholars Program is to provide hands-on college access field experience, training, and support to high school students, College Fellows are also offered opportunities for graduate school and career exploration. Specifically, College Fellows are allowed a maximum of 8 hours a month for graduate school research/planning and application completion (requires prior approval from the Project Director). Additionally, the UC Merced CAC Scholars Program will provide minimum of two workshops or panels per semester on graduate school and/or career topics.

### 6. What type of guidance and support will College Fellows receive?

College Fellows will be under the direction of a Project Director. In some regions, the Project Director will work in collaboration with other CEP Project Directors to provide coaching and direction to College Fellows. College Fellows are expected to uphold professional expectations, such as completion of projects and specific services, punctuality, and professionalism. The Project Director will not be at the school sites daily but will require check-ins and updates upon request. The Project Director will conduct routine school site visits and observations of school site activities. While the Project Director perform a variety duties, he/she is expected to manage, coach, and provide professional development to all College Fellows and monitor the implementation of minimum standards and requirements.

### 7. Do College Fellows receive health benefits?

The UC Merced CAC Scholars Program does not offer College Fellows health benefits.

### 8. When do College Fellows receive their living allowance stipends and are taxes deducted from the stipends?

College Fellows will receive a \$2,610 monthly living allowance for a total of 10 months. Upon the successful completion of two 10-month terms of service, College Fellows will be eligible to receive a \$4,000 Year-End Award in June of 2020. Each monthly living allowance is disbursed sometime during the last two weeks of every month. Taxes are not deducted from the monthly living allowance or the Year-End Award. Since this is a taxable fellowship, College Fellows are advised to consult with a tax expert to report their allowances and Year-End Award.