

MAY 2011
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SAVE THE DATE!!

The 2011-2012 College & Career Leadership Conference
Will be held on
Saturday, July 30th and Sunday, July 31st
At
The University of Southern California



This year, the conference will be modified in response to scholar and student surveys and suggestions.

July 30th, 10:00am-5:00pm: Workshop Day!

Sign up for workshops based on your current interests and needs! A plethora of workshops, seminars, and panels will be scheduled and you can pick and choose what you want to go to. Have the opportunity to go to multiple industry panels for the first time! Expected topics include:

Industry panels (e.g. Engineering, Finance, Healthcare, etc.)
Professional Development (e.g. time management)
Financial Literacy
Internship Programs and Fellowship Programs
Resumes and Interviewing

Continental breakfast and lunch boxes will be provided for those that register!

July 31st, 9:00am-5:00pm: Conference Day!

A strong focus on the most important seminars and topics. Including public speaking, panels to hear from graduate students and upperclassmen, and living a healthy college lifestyle. Also hear from Key Note speakers on relevant issues like the state of the workforce and how to pursue entrepreneurship. The lunch will consist of an hour for breakouts by college so that you can have a chance to network with other scholars at your college, meet your Regional Director(s), and talk with alumni!

July 31st, 5:30pm-8:00pm: Award Ceremony!

A 2-hour reception to congratulate SCS's 2011 Graduates and welcome the 2011-2012 new Freshman class! Also an opportunity to chat with mentors, volunteers, donors, and supporters, and really cultivate relationships with your peers and SCS Alumni. Also hear about what the SCS Alumni Association is doing and how you can get involved!

This year, we would like to offer a **Scholar's Choice Seminar** as part of Conference Day. Please use the survey below to suggest a Scholar's Choice Seminar topic, and we will announce the results of the survey with the next Scholar Monthly!

<http://www.tfaforms.com/202565>

A Word from a Mentor: "Getting Started on Your New Job"

Sherry Benjamins, President of S. Benjamins & Company, Inc.

Taking a new job is like almost any other big decision, such as buying a new car or renting a new apartment; after the decision is made, we look for assurance that this was the right decision. It is normal to experience small things in the early stage of starting a new job that might have you thinking this is scary or even possibly the wrong decision.

It is also not unusual for your company to forget how critical the first month is in acclimating and orienting you to a new job. Some companies are great at this and others just get you into tasks right away without sharing information about the company, the culture or the team you are working with. Those that forget these things will need you to take charge. I will propose here that taking the initiative to clarify the performance expectations of your new position is expected and appreciated.

Eye-Opening Statistics

Studies show that sixty four percent of new employees hired into a company won't make it in their current job beyond year two. One study showed that many choose to leave or fail in the first 18 months. There are steps you can take early in your first months to ensure a strong starting foundation.

To be effective in your new job, think about focusing on learning, rather than demonstrating what you know. Most employers will be delighted that you are asking questions and curious about how your work fits into the bigger picture and what is valued in your company.

Build alliances, ask about who you should meet to help you learn more about the company, the goals, how things get done. Meet the other employees that will be working with you across departments. Your manager will be impressed if you ask for the opportunity to meet others and ask questions about how your performance will be evaluated.

What Might Go Wrong?

Here are some thoughts on what might go wrong if you do not actively participate in your own "onboarding." Meet with your boss in the first week to plan out a month full of activities that introduce you to the work you will be responsible for, as well as the company and culture of getting things done. If not, here are some things that might get in your way.

1. **Trying to do too much, too soon.** No need to try to make an early "heroic" impression, which can lead to balancing too many simultaneous projects and missing performance expectations. Sometimes your boss is so happy to have some help that he or she loses perspective on what is possible in the first month or so. Feel free to ask questions and or ask for help in the first month or two while you are learning.
2. **Misreading company culture and style.** What works in one company can be quite stylistically different in another. It is important to understand the values of this company and how employees are evaluated. It is ok to ask managers what they value most in someone's first month of work. It might be "working well across departments." If it is not clear what that means, then ask your manager what that looks like specifically and to give you an example. You will not know unless you ask.
3. **Misunderstanding the goals of your position or your department.** Most new employees will have face to face meetings with their boss in the first week to learn work objectives and hopefully understand what is expected. If this is not clear, ask for clarification. Every job has a different learning curve. Find out from your boss what the learning curve is and what resources or tools are available to you so that you can be successful.

Can you tell that in the first month on your new job there are a lot of questions to ask? If you are committed to learning and being successful, it is important to ask clarifying questions.

Your manager will be delighted you are taking interest and motivated to "get it right." This sets the tone for building a relationship of respect and hopefully mutual sharing with your boss and your team. Enjoy this time and celebrate every weekly success you achieve. Before you know it, you will be helping other new employees learn to navigate successfully in their job as you did in your first month.

Giving back to the community...

By Alyssa Tison, University of California Berkeley '12

As college students we often feel the stress from the demanding classes we are taking, the difficult midterms we study our hearts out for and of course, finding and landing internship opportunities that will make us more “competitive” in the job market.



When I was a freshman in college, I was told that I needed to spend 50+ hours studying if I wanted to make it through. Although this was a great advice and studying is definitely a priority, somehow I find myself contemplating the world beyond college. There must be more than just spending hours and hours a day with my books.

As Scholars, giving back to the community is something that, in my opinion, we should all partake in. Oftentimes, the stress of college life and the future disconnect us from the bigger picture and the needs of our communities. Civic engagement is too often forgotten as we spend increasing hours in the library working on projects, studying for exams or completing job applications.

Here are simple ways you can get involved in your community:

1. Join service project groups on campus. Many of these groups connect students to a variety of community organizations and also organize volunteer events for you.
2. Tutor at a local school.
3. Volunteer with your friends at a food bank.
4. Visit and help prepare meals at senior centers.
5. Check volunteermatch.com for volunteer opportunities in your area. This website allows you to search within your designated parameters (i.e. Zipcode) and gives summaries about the organization you can potentially be working with.

Make the most out of your college experience and reach out to community organizations in your area. Even an hour a week volunteering at a community organization helps! Plus, engaging with the community around you is such a rewarding experience. Take a break from the books and hit up a local organization in your area to see how you can help.

Are you a graduating senior?

Consider getting involved with the SCS Alumni Association!

The Alumni Association's mission is to provide a networking and support system for graduates of the South Central Scholars by hosting networking opportunities, workshops geared towards graduate topics, mentoring experiences, and volunteer opportunities in and around the South Central Los Angeles community.

For more information, go to http://www.southcentralscholars.org/alumni_association or email Jose Rodriguez and Victoria Njoku at alumniassociation@southcentralscholars.org!

SCS 2011-2012 RENEWAL APPLICATION

The South Central Scholars Renewal Application

The 2011-2012 Renewal Application **will OPEN on June 1st** and the Staff at South Central Scholars is here to help you with the process.

As a requirement of your participation and to be eligible to renew your scholarship each year for the length of your college career, we have certain expectations regarding your involvement and participation in South Central Scholars' year-round activities. The activities that we host are meant to get you thinking about the future and prepare you now both for college and career success. They are not meant to be time-consuming, but are meant to be educational, both for you and for us as an organization devoted to supporting you throughout your matriculation.

Our expectations for **2011-2012** are:

- 1) That you will participate in 2 webinars per year
- 2) That you will complete 1 survey and 1 evaluation per year.
- 3) That you will reapply each year to renew your scholarship.
- 4) That you will attend at least one general meeting per year.

SCS requires that all scholarship recipients fill out and/or provide the following forms:

- 1) Official/Unofficial Transcript for the previous year ([click here to view a sample](#)), attach to online form
- 2) Financial Aid Award letter for 2011-2012 ([click here to view a sample](#))
- 3) SCS Online Renewal Application (*will be available on JUNE 1ST*)
- 4) Journal Entries by college level ([click here to view the verbiage](#))
- 5) Progress Report: 2010-2011 (*will be available on JUNE 1ST*)
- 6) Scholar Survey: 2010-2011 (*will be available on JUNE 1ST*)

You will also need to provide the following information: ([click here to view a sample of a SAR](#))

- 1) EFC (Expected Family Contribution provided in your SAR)
- 2) Family Income (provided in your SAR)
- 3) Total Loans (provided in your financial aid letter)
- 4) Total Work Study (provided in your financial aid letter)
- 5) Any additional scholarship or grants provided outside of your college

Lastly, you will be asked to **answer 1 of 2** journal entry questions depending on your college level. You will submit these responses directly in the application. Here are the prompts so that you can prepare.

Rising SOPHOMORES

- 1) What can I do with my major?
- 2) What are your interests and strengths?

Rising JUNIORS

- 1) What do I know about the career I am pursuing?
- 2) What are my next steps now that I'm half-way done?

Rising SENIORS

- 1) Who can I count on for a reference?
- 2) How will I give back when I graduate?

These forms provide us with a current snapshot of your academic progress, financial aid status, and program/service access. The information that you provide in these forms allow SCS staff, board, and volunteers to better leverage resources for the benefit of current and future scholars, as well as provide important data and statistics that can facilitate both fundraising and program development efforts.

For questions regarding these items, please contact [Meredith Curry](#).

Looking for sites to search for jobs & internships?

Try IDEALIST.ORG!

Signing up is free! Idealist.org specializes in jobs, volunteer opportunities, and internships in various industries with a heavy focus on nonprofit and non-government organizations throughout the country. You can set up your search by location, industry, career interests, etc. Some of our own students have found and received opportunities already!

To sign up, go to <http://www.idealists.org/> today!

JOBS

Facilitator, CLYLP Comcast Fellowship Program

The Facilitator will be expected to be in Sacramento from Sunday, June 27th until Sunday July 31, 2011 to supervise six college Fellows who will be interning at the State Capitol. Housing will be provided for the facilitator, as will a stipend. During this time, the CLYLP Comcast Fellowship Facilitator will be responsible for working with the CLYLP Comcast Fellowship Planning Chair, and Board Members to ensure that the program flows smoothly. *To apply submit a cover letter and resume to: fellowship@clylp.org with Subject Line: CLYLP Comcast Fellowship Facilitator.*

Statewide Policy Analyst, The California Immigrant Policy Center

The position will be located in its Sacramento, California office to monitor and advocate for health, public benefits and other immigrant-related policies on behalf of immigrant and refugee communities. *For the complete posting, go to www.calimmigrant.org.*

Program Assistant, Capitol Impact

The Program Assistant will be responsible for administration and operations associated with a variety of public policy projects and programs. Capitol Impact is a Sacramento-based firm specializing in policy development, capacity building, and project management and implementation. Please see our website for application guidelines. *For more information, go to www.capitolimpact.org/announcements.html or send your resume and cover letter to resumes@capimpactllc.com.*

Executive Assistant, Conservation Strategy Group

The Executive Assistant will assist partner with all elements of work. Must be highly organized and have excellent writing and editing skills. Competitive salary and benefits. *To apply, email your resume and cover letter to resumes@csgcalifornia.com.*

Scheduler, Assemblyman Mike Davis

Mike Davis's Capitol office has an immediate opening for a full-time Scheduler. *Responsibilities include: Scheduling for the Member, answering phones, processing mail, greeting guests, maintenance of databases, and various other office duties as assigned. *To apply, submit your resume and cover letter to tim.cromartie@asm.ca.gov.*

Associate Governmental Program Analyst, The California Department of Insurance

Under the direction of the Manager of the Executive Office, the incumbent will perform analytical and consultative services related to complex and sensitive departmental and administrative projects. The incumbent will coordinate the Insurance Commissioner's: schedules, meetings, conferences, travel arrangements. The incumbent will perform analyses; assist with the evaluation, development and implementation of internal procedures and processes; and as required, participates in internal work groups and task forces. *To apply, go to http://jobs.spb.ca.gov/wvpos/more_info.cfm?recno=453331.*

Administrative Assistant, PPIC Sacramento Center

This position will provide critical administrative support to ensure the smooth daily functioning of the center's internal operations and logistical support for the Sacramento Center's external activities - including public events, meetings, and other engagement. This position will collaborate with Sacramento and San Francisco-based staff in research, communications, the president's office, and facilities, and with Capitol offices. *To apply, go to <http://tbe.taleo.net/NA8/ats/careers/requisition.jsp?org=PPIC&cws=1&rid=31>.*

Multiple Job and Internship Positions, Planned Parenthood

To see available positions in North and South California, and multiple states including NY, NJ, MN, and CT, visit their website and click on Jobs. *To apply, go to <https://plannedparenthoodext.hire.com/index.html>.*

JOBS

Multiple Positions, University of California Los Angeles

There are multiple administrative positions currently available at Loyola! Program positions are available with Upward Bound, the Alternative Break Program, and LMU's Children Center. *To see all available openings, go to <https://hr.mycareer.ucla.edu/>.*

Multiple Positions, Loyola Marymount University

There are multiple administrative positions currently available at UCLA! Positions include Administrative Analyst, Accountant, Registrar, and Student Affairs Officers. *To see all available openings, go to <https://www.lmu.edu/hr>.*

Multiple Positions, Head Start

There are multiple administrative and program positions currently available at Head Start! Positions include Program Manager, Accountant, Home Visitor, Family Advocate, Teacher, Associate Teacher, and Development Director *To see all available openings, go to <http://jobsatheadstart.org/>.*

Jobs currently available on IDEALIST.ORG!!

Girls & Gangs (Los Angeles, CA)

Under the direction of the Executive Director, the Administrative Assistant will provide administrative support to the Executive Director and program staff, manage agency bookkeeping, assist in data collection for program evaluation, and assist in organizational development and public relations.

For the complete job description, go to <http://www.girlsandgangs.org/adminasst.pdf>.

Los Angeles Universal Preschool (Los Angeles, CA)

Multiple positions currently available, including Network Data Analyst, Public Affairs Specialist, and Annual Giving Administrator.

For the complete job descriptions, register on idealists.org and look up the organization.

March of Dimes (Los Angeles, CA)

Multiple positions currently available, including Director of Development, Director of Communications, and Walk/Development Director.

For the complete job descriptions, go to <http://www.marchofdimes.com/california/2269.asp>.

KIPP LA Schools (Los Angeles, CA)

Multiple positions currently available, including Speech and Language Service Provider, Financial Analyst, School Counselor, and Academy of Opportunity School Leader.

For the complete job descriptions, register on idealists.org and look up the organization.

Bet Tzedek Legal Services (Los Angeles, CA)

Multiple positions currently available, including Mail/Record Retention Clerk, Executive Assistant to the President/CEO, and Computer Systems Admin/Desk Support Technician.

For the complete job descriptions, register on idealists.org and look up the organization.

Plan to apply to any of the positions you see here?

Want to have your resume or cover letter proofread before you submit?

Want to get some interview advice or feedback?

Contact Meredith Curry to get connected with a **Career Coach** or volunteer help!

CALENDAR

MAY 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY / SUNDAY
2	3	3	5	6	7/8 Saturday CAI @ CSULB 10am – 3pm
9	10	11	12	13	14/15
16	17	18 Career Panel Webinar @6pm	19	20	21/22
23	24 AA Workshop @ TBD	25	26 SCS General Webinar @6pm	27	28/29
30	31				

SCHEDULE OF EVENTS

UCLA Commencement

June 9th through June 12th

www.commencement.ucla.edu/schedule.cfm

UC Berkeley Commencement

May 13th through May 21st

<http://commencement.berkeley.edu/>

USC Commencement

June 11th through June 13th

www.usc.edu/dept/pubrel/specialevents/commencement/

College Access Institute (CAI)

Saturday, May 7, 2011

10:00AM – 3:00PM

Location: CSU Long Beach

Calling all volunteers! If you are available, send an email to: dominique.reese@gmail.com

Career Panel Webinar

Wednesday, May 18, 2011

6:00 – 7:00PM PST

Topic TBD

[Click here to register](#)

AA Workshop

Interviewing & Networking Skills

Presented by Brad Spencer

Tuesday, May 24, 2011

TBD

[Click here to register](#)

SCS General Webinar

Thursday, May 26, 2011

6:00PM – 7:00PM PST

[Click here to register](#)