

The Student Center for Professional Development (SCPD) is a dynamic and fast-paced student services Center of Excellence in the College of Business Administration (CBA). SCPD offers programs and services that facilitate CBA students' growth and development in the areas of self-exploration, professional skill development and structured mentoring relationships. SCPD's staff and students seek to embody the core values of SCPD that are integrity, excellence, continuous learning, commitment, and engagement.

SCPD Programs & Services

BUSINESS EXCELLENCE CERTIFICATE

A curriculum-based undergraduate certificate program that helps a student build the foundations of business professionalism. The program aims to develop a student's professional competencies and personal effectiveness of CBA students. The BEC curriculum focuses on self-assessment, academic/career exploration, business foundations, relationship-building opportunities, and community/global awareness. Lastly, all participants develop a working-professional portfolio. An interactive exit interview will assess the students' readiness into more advanced SCPD programs. This program also provides skill and professional workshops open to all business students.

PROFESSIONAL MENTORING

Corporate Mentoring Program

This yearlong mentoring program pairs junior and senior business students with corporate professionals. The mentoring relationship provides support and coaching that focus on personal and professional development. Corporate mentors help inspire and guide mentees as they plan their careers, understand the corporate expectations, learn how to manage effectively, lead with vision, and develop their professional skills. SCPD Corporate Mentors include professionals from The Boeing Company, UPS, Aerospace Inc, Target, Deloitte and Touche, and Clear Channel.

The Community Scholars Program

In this program, CSULB business students help motivate and guide a group of Jordan High School sophomore students to succeed in high school and pursue college. The CSULB Community Scholar mentors use their respective experiences and reflection to promote academic success, effective time management, campus involvement, and goal setting. Additionally, the Community Scholar mentors bring Jordan High School students to CSULB to highlight the different components of college life.

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| GRADUATE ASSISTANT COORDINATOR APPLICATION Student Center for Professional Development |
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APPLICATION REQUIREMENTS

Please check the box once application requirement is completed.

| | |
|--------------------------|------------------|
| <input type="checkbox"/> | This Application |
| <input type="checkbox"/> | Cover Letter |

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Resume |
| <input type="checkbox"/> | A Recommendation Form and/or Letter |

(Print legibly or type)

Name _____ Student ID. No. _____
 First Middle Initial Last

Email _____

Phone _____

SECTION I: STUDENT INFORMATION

I am a graduate student pursuing a degree in _____

Anticipated Year of Graduation _____

Current Cumulative GPA _____

Please return this application, cover letter, resume & recommendation form to:

SCPD Graduate Assistant Application
 College of Business Administration, CSU Long Beach
 1250 Bellflower Boulevard, MS-8501
 Long Beach, CA 90840-8501
 TEL (562) 985 – 2265 - FAX (562) 985 – 4840
 scpd@csulb.edu
 www.csulb.edu/colleges/cba/scpd

STUDENT CENTER
FOR
PROFESSIONAL DEVELOPMENT

Graduate Assistant Recommendation Form

Name of Applicant _____

Recommender's Name _____ Title _____

Office/Department _____ Phone _____

Email _____

How do you know the applicant? Specifically, in what capacity did you work with her/him?

How long have known the applicant? _____

The Student Center for Professional Development (SCPD) Graduate Assistant Coordinator position requires a serious time commitment and a dedication to the university, the college, and the center. SCPD represents California State University, Long Beach (CSULB) to all members of the campus community: students, staff and faculty members, as well as corporate and community partners. The Graduate Assistant will coordinate and implement various special events held for SCPD and the College of Business Administration (CBA). Please complete the recommendation form and return to the address indicated. For your convenience, please feel free to send this document(s) to our fax number (562) 985 – 4840 or email to scpd@csulb.edu (scanned forms welcomed).

Optional: In addition to this form, you may add a recommendation letter as well.

| Category | Excellent | Good | Fair | Poor | Learns Readily | Unable to Evaluate |
|-------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Ability to communicate articulately | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Time management | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Presentation skills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Enthusiasm and aptitude | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ability to lead others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ability to work as a team member | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Punctuality | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Reliability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Initiative | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Willingness to learn | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Signature/Title _____

Date _____

Please return this recommendation form (and the optional recommendation letter) to:

SCPD Graduate Assistant Application
College of Business Administration, CSU Long Beach
1250 Bellflower Boulevard, MS-8501, Long Beach, CA 90840-8501
FAX (562) 985 – 4840 - TEL (562) 985 – 2265
scpd@csulb.edu - www.csulb.edu/colleges/cba/scpd

Questions/Concerns? Please contact Trixie Ramoso, SCPD Assistant Director



CALIFORNIA STATE UNIVERSITY, LONG BEACH

FOR FACULTY AND ACADEMIC-RELATED POSITIONS

STATEMENT OF PROFESSIONAL PREPARATION AND EXPERIENCE

**SC-1
FORM**

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|------------------------------|---|
| POSITION APPLYING FOR | GRADUATE ASSISTANT COORDINATOR (GA) |
| DEPARTMENT NAME | College of Business Administration - Student Ctr for Professional Dev. (SCPD) |

PERSONAL DATA

| | | |
|------------------------|------------------------|------------------|
| LAST NAME | FIRST NAME | MIDDLE NAME |
| ADDRESS | STREET | APARTMENT NUMBER |
| CITY | STATE | ZIP CODE |
| SOCIAL SECURITY NUMBER | HOME/WORK PHONE NUMBER | E-MAIL |

ALL OFFERS OF EMPLOYMENT ARE CONDITIONAL UPON SATISFACTORY PROOF OF AN APPLICANT'S IDENTITY AND LEGAL ABILITY TO WORK IN THE UNITED STATES AT THE TIME OF EMPLOYMENT.

ARE YOU CURRENTLY AUTHORIZED TO WORK IN THE U.S.? YES NO

DO YOU HAVE RELATIVES WORKING FOR THE UNIVERSITY? YES NO

IF YES, PLEASE GIVE THE FOLLOWING INFORMATION:

| NAME | RELATIONSHIP | DEPARTMENT |
|------|--------------|------------|
| | | |

WERE YOU EVER DISCHARGED FROM ANY EMPLOYMENT? YES NO

IF YES, PLEASE EXPLAIN FULLY BELOW.

CONVICTION RECORD

HAVE YOU EVER BEEN COVICTED OF ANY FELONY OFFENSE? YES NO

*IF YES, PLEASE LIST THE CIRCUMSTANCES, PLACES AND DATES.
[DO NOT LIST ANY OFFENSE THAT OCCURRED PRIOR TO YOUR 18TH BIRTHDAY, UNLESS IT WAS HANDLED OR SEALED BY A JUDICIAL OFFICER.]*

OVER |

| EDUCATION – HIGHEST DEGREE MUST BE LISTED | | | | |
|--|---|-----------------------------|------------------------------------|---------------------------------|
| NAME OF INSTITUTION | CITY & STATE LOCATION [LIST FOREIGN COUNTRY] | YEARS ATTENDED FROM – TO | DEGREE, IF ANY, & SUBJECT MAJOR | Mo/DAY/YR DEGREE OBTAINED |
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| EMPLOYMENT RECORD EXPERIENCE IN TEACHING & OTHER EMPLOYMENT. LIST CURRENT POSITION FIRST. | | | | |
|--|-----------------------|---|---|---------------------|
| EMPLOYER | CITY & STATE LOCATION | POSITION/TITLE & / OR ACADEMIC RANK | FULL TIME OR PART TIME EMPLOYMENT | DATES OF EMPLOYMENT |
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| PUBLICATIONS, HONORS & AWARDS |
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| OTHER RELEVANT EXPERIENCE [INCLUDE VOLUNTEER WORK] |
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ATTENTION! PLEASE READ CAREFULLY BEFORE SIGNING.

Your signature affirms that all information on this application is true to the best of your knowledge.

I certify that the statements made by me on this application are truthful and accurate, and in the event that any of the statements are false, I understand that I will be subject to dismissal.

SIGNATURE _____ DATE _____

CALIFORNIA STATE UNIVERSITY, LONG BEACH does not discriminate on the basis of disability against otherwise qualified disabled applicants. CSULB will make reasonable accommodation to applicants with identified disabilities. If you need accommodation in the pre-employment selection process (applications, tests, interviews, etc.), please contact the chair of the department to which you have applied. In addition to meeting fully its obligations of nondiscrimination under federal and state law, CSULB is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs. Copies of the University's Annual Campus Crime Report are available upon request. To request a copy, contact the University Police Department at (562) 965-8533 or through their web site <http://www.upd.csulb.edu>, or by writing to: CSULB University Police Dept. 1331 Palo Verde Ave., Long Beach, CA 90840, Attn: Crime Prevention.

CSULB ... An EEO Employer