

### **Position Description**

The Recruitment Committee is made up of Care Extenders who help recruit new applicants for the CE program by promoting the program at various schools and publicizing on variety of platforms. The work that you do in this committee will be essential to the quality of the program, since you will be the ones ensuring that the CE program gets a diverse and excellent group of fresh recruits. Some of the ways committee members promote the program include emailing professors, visiting their school's career center, making announcements in classrooms and at club meetings, advertising at career fairs and handing out flyers. Keep in mind that the time committed to the Recruitment Committee is extra time on top of your own volunteering shifts.

### ***Requirements***

- Complete a total of 6 classroom announcements per rotation
- Pass out flyers for 3 hours every rotation
- Attend 2 mandatory meetings

### ***Benefits:***

1. You will qualify for a letter of recommendation if you remain in good standing in the committee for 2 or more rotations
2. You will receive extra hours; for example, 4 extra hours for each announcement
3. You will get top priority in preferences (excluding LKC) during all rotations that you are an active member on the committee
4. You will work directly with CE Program staff and gain firsthand insight into how the program is run

**\*\*If you are interested in applying for the Recruitment Committee please complete this application and email it to *Itzel De La Torre* at [itzeldelatorre@mednet.ucla.edu](mailto:itzeldelatorre@mednet.ucla.edu)\*\***

***We are looking for a group of dedicated, responsible, and proactive  
Care Extenders to be part of our committee!***

## PERSONAL INFORMATION

FULL NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ YEAR: \_\_\_\_\_ CURRENT ROTATION NUMBER: \_\_\_\_\_

## SHORT ANSWER QUESTIONNAIRE

**Please answer the following in a clear and concise manner:**

1. What other extracurricular activities are you involved in? Do you hold any positions in these activities? Explain briefly.
2. Explain how you will go about publicizing the orientations at your school. Be specific (e.g. do not just say "promote at an internship fair" but name specific events that you know you can attend and describe other creative ways you can publicize).
3. The Recruitment Committee must be made up of responsible people. Describe an instance that demonstrates how responsible or dedicated you are.

4. Why do you want to be a part of the Recruitment Committee?

5. How can you contribute to the Recruitment Committee?

6. For how many rotations do you plan to stay on the committee?

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By signing below, you agree that if you drop at any point after acceptance prior to fulfilling your committee commitment, there will be a note placed in your file that will affect future applications for committee positions, staff positions, and letter of recommendation eligibility.

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Signature (type full name if filled electronically)

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Today's Date (mm/dd/yyyy)