



Notice of Volunteer Internship Opportunity

College Mission

Cuesta College is an inclusive institution that inspires a diverse student population to achieve their educational goals. We effectively support students in their efforts to improve foundational skills, transfer to four-year institutions, earn certificates or associate degrees, and advance in the workforce.

Through dynamic and challenging learning opportunities, Cuesta College improves lives by promoting cultural, intellectual, and professional growth. We prepare students to become engaged citizens in our increasingly complex communities and world.

Vision

Cuesta College is dedicated to accessible, high-quality education for the support and enhancement of student success, professional development, and the community we serve.

Values

Access - Success – Excellence

CalWORKs, EOPS, and CARE Intern (2024-2025)

Brief Description of the Department's Mission and Goals:

To provide equity-minded comprehensive support services, resources and referrals to CalWORKs, EOPS and CARE students in order to empower, motivate and encourage them to reach their educational, career and life goals in a welcoming and safe environment.

Duties/Responsibilities:

Under direct supervision, the Intern will do the following:

- Scan EOPS, CARE, and CalWORKs Application spreadsheet on a daily basis and make contact with new applicants to introduce them to all the services our office can provide;
- Make notes in ConexEd of each meeting with students to ensure that cross-communication on students is happening throughout the programs;
- Give new students orientations to the campus including visiting important resource areas such as Counseling, Student Success, ASCC, Bookstore, Financial Aid, Career Connections, and the Library;
- Assist in the recruitment, orientation, and registration of students, informing them of Cuesta's educational, vocational, and avocational opportunities;

- Become familiar with current policies and procedures of the EOPS, CalWORKs and CARE programs;
- Establish a schedule consistent with your program requirements and Cuesta's Academic Calendar;
- Establish and maintain effective working relationships with Cuesta students and Student Services faculty and staff members;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff the students and of staff and students with physical and/or learning disabilities;
- Be aware of the philosophy and objectives of the California Public Community Colleges;
- Be cognizant of the mission, vision, and values of Cuesta College, using them as broad guidelines in counseling and assisting students;
- Other duties as assigned.

Qualifications Required:

- Currently enrolled in a Master's program in Counseling, Education or related field;
- Ability to handle a broad range of highly sensitive interpersonal situations with tact and diplomacy
- Professional and punctual behavior;
- Expected to maintain appropriate confidentiality;
- Experienced in prioritizing tasks and meeting deadlines in a fast-paced, high-volume work environment;
- Adhere to strict confidentiality and other ethical standards;

Qualifications Desired:

- Bilingual/Bicultural;
- Work collaboratively as a team member;
- Exhibit superior interpersonal and problem-solving skills;
- Be clearly student-focused in both philosophy and purpose;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Understand and carry out oral and written direction.

Anticipated Number of Hours per Week:

- 20

Days/Time Preferred:

- To be determined by mutual agreement between the Supervisor and intern.

Other Specifications:

- Nine-month volunteer internship.

- Site location: San Luis Obispo and North County (Paso Robles) Campuses. May include travel.