



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

Disability Support Programs and Services (DSPS) Intern (2024-2025)

Brief Description of the Department's Mission and Goals:

Disability Support Programs and Services (DSPS) promotes the full participation of students with disabilities in all aspects of their postsecondary education. DSPS advocates and facilitates equal educational opportunities through appropriate support services, curricula, instruction, policies and funding allocations. DSPS works to eliminate discrimination against students with disabilities and to promote their independence, growth, productivity and equality. Our goal is to provide academic accommodations and other services to assist students with disabilities in achieving their academic goals.

Duties/Responsibilities:

Under direct supervision, the Intern will do the following:

- Assist students with accommodation implementation;
- Advocate for students with disabilities;
- Encourage, counsel, and support students in overcoming barriers to success;
- Facilitate support and educational workshops;
- Refer students to appropriate campus and community resources;

- Support a DSPS team with campus events and outreach;
- Improve one's counseling skills and continually evaluate one's relationship with students, and direct supervisor;
- Work both independently and collaboratively as a team member;
- Exhibit superior interpersonal and problem-solving skills;
- Adhere to strict confidentiality and other ethical standards;
- Be clearly student-focused in both philosophy and purpose;
- 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;
- Understand and carry out oral and written direction;
- Other duties as assigned.

Qualifications Required:

- Currently enrolled in a Master's program in Education, Social Work, or related field;
- Ability to handle a broad range of highly sensitive interpersonal situations with tact and diplomacy;
- Ability to set priorities and manage multiple tasks;
- Professional and punctual behavior;
- 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:

- Anytime Monday through Friday between 8:00am and 4:30pm.

Other Specifications:

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