

# ***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

## ***Admissions & Registration Intern (2023-2024)***

### **Brief Description of the Department's Mission and Goals:**

The Admissions & Registration Office provides information to high school students, parents, faculty, and the community to educate and promote the value of a lifelong education, and to recognize Cuesta College as a valuable educational option. Our goals are to: provide timely information about the college, its policies, procedures for admissions and enrollment; provide support, assistance, guidance and resources for potential and current students to meet their higher education aspirations; educate the community about Cuesta College and its programs and benefits through presentations, personal contact and mailings.

### **Duties/Responsibilities:**

Under direct supervision, the Intern will do the following:

- Work directly with the office of Admissions & Registration to execute the comprehensive district outreach plan;
- Evaluate current research, best practices, and high impact strategies regarding outreach at the community college level;
- Assist the Director in the development of Student Services Outcomes related to centralized district outreach;
- Plan innovative outreach activities in coordination with district wide offices, programs and departments;
- Assist in the development of assessment methods, gathering evidence, analyzing and using results to improve programs;
- Develop district outreach materials;
- Monitor outreach activities to assess their impact on enrollment development;

- Respond to inquiries from students, staff, and the public;
- Maintain a high degree of confidentiality;
- Ability to work independently as well as collaboratively as a team member;
- Adhere to strict confidentiality and other ethical standards;
- Establish and maintain effective working relationship 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 and 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 Education or related field;
- Ability to handle broad range of highly sensitive interpersonal situations with tact and diplomacy;
- Ability to set priorities and manage multiple tasks;

**Qualifications Desired:**

- Bilingual/Bicultural
- Strong Written and Oral Communication Skills
- Strong Computer and Technology Skills
- Excellent Customer Service
- Experience with Event Planning

**Anticipated Number of Hours per Week:**

20

**Days/Time Preferred:**

Monday through Friday 9am- 5pm (negotiable); Some evenings and weekends required

**Other Specifications:**

Nine-month volunteer internship. Site locations: San Luis Obispo and North County (Paso Robles) Campuses. May include travel.