

Notice of 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, Foster Youth and CARE (2022-2023)

Brief Description of the Department's Mission and Goals: To provide equity-minded comprehensive support services, resources and referrals to CalWORKs, foster youth, and EOPS/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:

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- Collaborate with the Foster Youth Coordinator and or Liason to ensure services are provided to all Foster Youth completing a CaFE application;
- Help develop an annual calendar of events that Foster Youth can benefit from educationally while meeting the goal of developing strong community ties to the college and the CaFE programs;
- Scan CaFE Application spreadsheet on a daily basis and make contact with new Foster Youth applicants to introduce them to all the services our office can provide.
- Make notes in SARS 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 Student Success, ASCC, Bookstore, 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;
- Demonstrate effective working relationship with Cuesta students and Student Services faculty and staff members;

- 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.

**Qualifications
Required:**

- Currently enrolled in a Master’s program in Counseling, Education, or related field;
- 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.

Qualifications Desired:

- Bilingual/Bicultural;
- Work 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 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 Csupervisor and intern

Other Specifications: Site locations: SLO and North County Campus