

# ***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

## ***Student Life & Leadership Intern (2022-2023)***

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

The purpose of the Student Life and Leadership program is to strive to assist the student population in the development of programs that serve and actively involve a wide range of students. Opportunities for multi-faceted personal growth are extended to students through student government (ASCC), participation in shared governance, leadership development courses, clubs and organizations, cultural center, food pantry and campus events. The intent of the program is to develop individual, vocational, avocational, written, verbal, artistic, and interpersonal skills with high emphasis on self-esteem and self-concept. The Student Life and Leadership program also helps students to gain exposure to a breadth of cultural, social, and intellectual perspectives of the world beyond the local community.

### **Duties/Responsibilities:**

Under direct supervision, the Intern will do the following:

- Assist faculty coordinator in developing an active student government and activities program;
- Assist faculty coordinator with Cultural Center programs/services;
- Assist with basic needs programs/services (i.e. food pantry and food bank distribution);
- Assist with campus leadership training and development for student leaders;
- Work with student leaders to coordinate, develop, implement, student programs produced by student government;
- Assist in the supervision of various student-initiated activities (day or evening);
- Work with faculty coordinator to develop and implement program goals, objectives, and budget planning for student government, clubs,

and organizations;

- Attend student government meetings, retreats, conferences, committees, and program-related activities;
- Produce letters, memos, flyers and other written materials using word processing and desktop publishing programs;
- Provide supervision at various student-initiated activities (day or evening);
- Be clearly student-focused in both philosophy and purpose;
- Establish and maintain effective working relationships with those contacted in the performance of duties;
- 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;
- Perform related duties as assigned.

**Qualifications  
Required:**

- Currently enrolled in a Master's program in Education or related field;
- Experience in programming or planning student activities.
- Background in advising student organizations.
- Knowledge of basic program planning concepts
- Experience working with socially, economically, and educationally disadvantaged students;
- Ability to handle 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
- Adhere to strict confidentiality and other ethical standards.

**Qualifications Desired:**

- Bilingual/Bicultural;
- Leadership training;
- Interpersonal and communication skills;
- Strong computer and technology skills and experience.

**Anticipated Number of  
Hours per Week:**

15-20

**Days/Time Preferred:** Anytime Monday through Thursday between 10:00am- 4:00pm (negotiable) could include evenings

**Other Specifications:** Site location: San Luis Obispo or North County Campus (Paso Robles)