



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

Counseling Department Intern (2024-2025)

Brief Description of the Department's Mission and Goals:

The Counseling Department at Cuesta College seeks to enhance the lives of those whom we serve by promoting and supporting a culture of inclusion and learning, with an intentional focus on closing equity gaps.

We strive to provide counseling, instruction, and services that assist individuals in their pursuit of educational, occupational, and personal goals in a safe and welcoming environment for our diverse student population.

Duties/Responsibilities:

Under direct supervision, the Intern will do the following:

- Provide students with academic and career counseling that will assist them in preparing for vocational competence and establishing an educational foundation to enable them to continue their education;
- Provide students with personal counseling that will stimulate them to grow in the understanding of selves and others and assisting them to prepare for effective living as productive members of society;

- 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 articulation agreements of state colleges and universities and the university system;
- Compile information relating to counseling and guidance and current trends and practices in counseling and guidance;
- 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;
- 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;
- 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:

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