

CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, CA 92019

Federal Work Study Job Request

Position Information

Job Title: RISE Program Assistant Term Requested: Fall Spring

Number of Students Requested: 2 Total Number of Hours Covered: 10-12 Hourly Rate: \$ 16.50

(Based on District Pay Schedule)

Department Contact Information

Department Name: EOPS (RISE Program) Building & Room Number: 10-12

Name of Work-Study Supervisor: Shelley Barajas-Leyva

Phone Number: (619) 660-4204 Email: shelley.barajasleyva@gcccd.edu

Requested Work-Study Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
X	X	X	X	X	

Notes to applicants

Hours will be based on student school schedule.

Qualifications:

Current enrollment in Cuyamaca College (preferably in a program related to education, social work, or a related field, but not required)

Awarded 2024-2025 Federal Work-study

Experience working or volunteering in educational or community support settings is beneficial. (Preferred, but not required)

Job Skills and/or Experience Required

Entry Level Job Skills Needed:

Communication Skills: Ability to communicate effectively both verbally and in writing; bilingual (Spanish/English) skills are a plus.

Organizational Skills: Strong ability to manage multiple tasks and prioritize workload efficiently.

Interpersonal Skills: Ability to work well with diverse groups, showing empathy and understanding towards students' unique circumstances.

Basic Computer Skills: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database management.

Teamwork: Ability to collaborate with staff and other students, fostering a supportive community.

Problem-Solving Skills: Willingness to assist students in navigating challenges and finding appropriate resources.

Attention to Detail: Ability to maintain accurate records and documentation for various program activities.

Duties Performed

Position Overview: The RISE Program Assistant will work under the supervision of the RISE Counselor Coordinator to support the Resources for Immigrant Students in Education (RISE) Program, which serves students who are Undocumented, Dacamented, Mixed status, and those students involved in the California Dream Act programs.

Key Responsibilities:

Assist the RISE Counselor Coordinator with duties related to orienting students to the RISE program.

Assist the RISE Counselor Coordinator with duties related to planning and execution of program services, including informational sessions, preparing workshop materials, creating event flyers, and assisting with info sessions, orientations, and cohort-building events.

Provide administrative support, including data entry, record-keeping, and managing communications with students.

Help coordinate mentoring programs and connect students with appropriate resources.

Refer RISE students to the appropriate support for financial aid assistance and available resources.

Maintain a welcoming and supportive environment for students seeking help and information.



Dean's/Manager's Name

12/04/24

Date