

CUYAMACA COLLEGE

900 Rancho San Diego Parkway, El Cajon, CA 92019

Federal Work Study Job Request

Position Information

Job Title: _____ Term Requested: ___ Fall ___ Spring

Number of Students Requested: ___ Total Number of Hours Covered: _____ Hourly Rate: _____

Department Contact Information

(Based on District Pay Schedule)

Department Name: _____ Building & Room Number: _____

Name of Work-Study Supervisor: _____

Phone Number: _____ Email: _____

Requested Work-Study Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Notes to applicants

Job Skills and/or Experience Required

Duties Performed

Dean's/Manager's Name

Date

Equity and Inclusion Student Ambassadors

Cuyamaca College values the essence, practices, and accountability of commUNITY. For us to be a more inclusive campus where we embrace diversity, center equity, and practice deliberate inclusion in hopes of establishing a culture of belonging, we need your guidance, support, ideas, and implementation as our students. The division of Institutional Effectiveness, Success, and Equity (IESE) is seeking to fill the inaugural role of Equity and Inclusion Student Ambassadors (EISAs) to serve along with us during the 2024-2025 academic year. Reporting to the Dean of Student Success & Equity and/or their designee based on departmental needs, student employees would be expected to do the following:

Duties:

- Creating, designing, and co-leading equity and inclusion centered programs
- Serving as a mentor to new students while sharing the message of Cuyamaca College's equity practices and the [College's Mission, Vision, and Values](#)
- One-on-one guidance to students and continuous support to first-year students
- Creating, designing, and disseminating flyers and other materials for related programs
- Providing student centered guidance on the needs of the cultural centers (Together We Rise, Black Student Success, and Queer Center)
- Support campus-tours, orientations, or presentations to prospective students that may use the engagement centers and first-year students
- Greet visitors at the Center and perform clerical duties
- Assist with various student-centered campus activities, informational tabling, and events in collaboration with First-Year Experience Coordinator, other student services departments, and instruction
- Assist in outreach to new students
- Being an extension of the office as institutional functions
- Providing coverage during the operating hours of the center
- Maintain confidentiality of student data, records, and other private information
- Serve as a resource and refer students to other campus services as necessary
- Utilize the SARS software to schedule appointments and monitor visitors' attendance
- Other duties as assigned

Qualifications

- Current student in good academic and conduct standing per [Administrative Procedure 7270](#)
- Ability to work at least 10hrs a week
- Ability and/or desire to engage in discussions pertaining to various aspects of social justice, diversity, equity, inclusion, and belonging.

Personal Characteristics

- Growth mindset
- Commitment to diversity, equity, inclusion, and social justice
- Interpersonal skills
- Professional etiquette
- Creativity, innovation, and accountable

Application

- Resume
- 1 page cover letter explaining your desire to serve in this role and highlighting one program you want to lead centered on diversity, equity, inclusion, or social justice.
- Schedule – Outline when you would be available to work during the semester

Process

- Once application material is submitted, students will be interviewed by the Dean and expected to begin in August