

**Position:**

EOPS/CARE Unclassified Paid Intern (UPI)

**Requirements:**

- Be available to work 15-20 hours per week, between the hours of 8am-7pm M-F
- Must be enrolled as a full-time upper division or graduate student at an accredited college or university for the duration of the internship

**Compensation:**

This is a temporary paid internship and position is contingent upon funding, \$20.29 per hour

**EOPS Unclassified Paid Intern (UPI) Duties**

- Recruit and inform prospective students about the services offered by our programs.
- Conduct program orientation sessions to new EOPS students.
- Provide peer mentorship to students to help them navigate academic challenges.
- Offer assistance to students with completing financial aid and scholarship applications.
- Deliver classroom presentations on program services to promote awareness and participation among students.
- Carry out phone and email outreach projects to outreach and engage students.
- Collect and report data on student participation and outcomes to help improve program effectiveness.
- Use virtual platforms such as Zoom and Cranium Cafe to connect with students and provide remote support.
- Assist counselors with various tasks as assigned.
- Assist in conducting workshops on topics such as college applications (CSU, UC, independent), career development, scholarships, distance learning, time management, study skills, and financial planning.
- Help coordinate program events such as university field trips and larger workshops.
- Manage and update our social media accounts to keep students informed about program activities.

**CARE Functions**

- Provide outreach and mentoring support to single-parent students to help them overcome challenges and succeed in their academic and personal goals.
- Assist primary counselors with program intake and workshops.
- Facilitate success workshops that specifically address the needs of single-parent students, covering topics such as navigating parent-related resources, stress reduction, and work-life balance.
- Help plan and implement larger program activities, such as success conferences and recognition events.