



HOURS: Average of 10-15 hours per week

Salary: \$20.00/ hour (*FEDERAL WORK STUDY ENCOURAGED TO APPLY*)

DUE DATE: Application will be open until all positions are filled. To be considered for first round of selections applications are due **Wednesday, April 29, 2026 at 11:59 pm.**

POSITION PURPOSE: The purpose of the [Department of Culture and Institutional Excellence \(CIX\)](#) is to provide leadership, resources, and support to enhance the campus climate and foster an inclusive and equitable environment for all students, faculty, and staff. We are committed to advancing student success through education, advocacy, and engagement to promote a culture of belonging. We aim to cultivate a community where all individuals feel valued, supported, and empowered to reach their full potential.

The CIX Internship Program provides students from all disciplines with the opportunity to work in a collaborative and mission-driven executive-level office. Student interns will report directly to our Graduate Assistant and assist the Director of Programming and Education in supporting the implementation of CIX Initiatives and Programs. All interns will work collectively as a team to execute signature programming, complete assigned projects, and support the overall function of the office. Interns serve as ambassadors of the office and will be required to attend a fall orientation, spring retreat, and weekly intern staff meetings.

INTERN SPECIALIZATION - *Interns will support with General Office duties in addition to 1 specialty area.*

- Event Planning and Logistics
 - Support with event programming and execution (e.g. submitting catering orders, reserving venues, staffing events, etc.)
 - Familiarity with CP policies, structures and services (e.g. ASI Events, approved caterers)
 - Lead student-facing campus visits and manage requests for CIX tours
 - Experience managing event logistics in a collaborative environment
- Hispanic-Serving Institution (HSI) Initiatives
 - Bilingual in Spanish (preferred but not required)
 - Serve and support the HSI Student Advisory Board planning meetings
 - Support outreach and engagement with Latinx students and organizations
- Black Student Success Initiatives (BSSI)
 - Experience leading independent projects and planning events
 - Serve as a member of the BSSI Advisory Council
 - Support outreach and engagement with Black students and campus communities
- Asian American Native Hawaiian Pacific Islander (AANHPI) Initiatives
 - Support AANHPI programming and event logistics
 - Support the AANHPI Advisory Committee with notetaking and other duties
 - Support staff in developing and executing strategies for engagement with AANHPI students
- BEACoN Research Program Student Liaison: (for a full overview, please [visit this webpage](#))
 - Run BEACoN program student engagement and campus outreach (e.g. boothing)
 - Support the event planning and administrative functions of the BEACoN Program
 - Send weekly BEACoN Scholar newsletters in the Winter & Spring quarters
 - Oversee the development and provide ongoing support to the Ambassador Program

REQUIRED DATES

- Attend a 2-day Intern Fall Orientation on Thursday, August 20 and Friday, August 21 (alternatively Friday, August 28 and Saturday, August 29)
- Attend weekly in-person Intern Staff Meetings on Fridays from 12:00 - 1:00 pm
- Attend a 1-day Intern Spring Retreat tentatively on Friday, January 22 or Saturday, Jan 23 (alternatively Friday, January 29 or Saturday, January 30)

ESSENTIAL JOB FUNCTIONS

- Follow our CIX Intern Manual and office maintenance protocol
- Fulfill intern specialization from the list above
- Support administrative functions of the office by using preferred office communication and management platforms such as Outlook, SharePoint, Microsoft Teams, etc
- Support with CIX hosted and co-sponsored event execution and coordination
- Serve as an ambassador at various events: campus boothing, campus visits, student panels
- Remain responsive to intern communication and attend intern development opportunities
- Provide intern program feedback via end-of-semester and/or end-of-year surveys
- Other specialty projects and duties as assigned

VALUES EXPECTATIONS

- Uphold a culture of respect and radical hospitality for any guests visiting CIX
- Honor our office values of inclusivity and belonging within the intern team
- Foster an environment of support and collaboration in the office and beyond
- Collaborate with a diverse team to execute projects and general office needs
- Willingness to engage in restorative conflict-resolution conversations
- Willingness to take initiative and embrace a solutions-driven mentality

REQUIRED QUALIFICATIONS

- Ability to understand, articulate, and/or learn issues of equity and belonging
- Ability to work within the philosophy, mission and strategic priorities within CIX
- Ability to communicate and collaborate with students, faculty, staff, and administrative leaders
- Ability to manage their role as an CIX representative with diplomacy, confidentiality, and tact
- Passion for working with underrepresented populations within the field of higher education
- Demonstrated ability to work autonomously managing multiple tasks and time effectively
- Great time management skills and capacity to work at minimum 10 hours per week with flexibility depending on candidates' academic priorities and other commitments

PREFERRED QUALIFICATIONS

- Experience leading or participating in curricular and cocurricular programs related to student success, equity, and belonging
- Strong communication skills in writing, email, public speaking, peer facilitation, etc.
- Access to a car and/or divers license (not required but helpful)
- If eligible, a willingness to receive a Golf Cart Driver Certification

ACADEMIC REQUIREMENTS

- Enrolled as a Cal Poly San Luis Obispo undergraduate student for AY 2026-27
- Incoming transfer students and DACA recipients are eligible to apply
- Must be in good academic and judicial standing (prior to and during time of employment)
- Must have a Cumulative Cal Poly G.P.A. of 2.5 (minimum)



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CIX STUDENT INTERN

APPLICATION QUESTIONS

POSITIONS AVAILABLE: CIX Student Intern

APPOINTMENT: Academic Year 2026-2027

HOURS: 10-15 hours per week

SALARY: \$20.00/hr (**FEDERAL WORK STUDY ENCOURAGED TO APPLY**)

Please complete the [CIX Student Intern Application Form](#), where you will submit your application, respond to the application questions, and upload your most recent resume by **April 29, 2026**.

We will contact you if selected for a 1st round interview. Please hold the following dates for a potential 30-minute interview during Week 7 (May 11-15) and Week 8 (May 18-21) of the Spring Quarter. Candidates who make it to the 2nd round of this recruitment will be invited to complete a skills assessment task. Offers will be extended by Friday, May 29th, and hiring paperwork will need to be completed by June 12th.

If you have any questions about the position description, internship qualifications, inclusive fellowship options, application process, interview timeline, or hiring paperwork requirements, reach out to Diana Ortiz Giron at dortizgi@calpoly.edu

INTERN SPECIALIZATION: (be prepared to indicate in your application your speciality area preference)

- Event Planning and Logistics
- Hispanic-Serving Institution (HSI) Initiatives
- Black Student Success Initiatives (BSSI)
- Asian American Native Hawaiian Pacific Islander (AANHPI) Initiatives
- BEACoN Research Program Student Liaison

APPLICATION QUESTIONS: (be prepared to answer the following questions in your application form)

1. *Tell us a little bit about yourself, your involvement on campus, and what identities and/or lived experiences inform your approach to advancing student success and belonging at Cal Poly?*
2. *Why are you interested in joining the CIX Student Internship Program, and how do you think it would further enhance your growth and development (personally, academically, and culturally)?*
3. *What made you choose the speciality area you selected from the list above, and what experiences, skills, or strengths would you bring to it?*
4. *What does creating a sense of belonging mean to you, and how would you contribute to that within the CIX intern team and campus community?*