Program: The Disability Resource Center (DRC) is a division of Student Affairs.

The mission of the Disability Resource Center is to assist in creating an accessible university community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment.

Connections is a social program with an emphasis on fun that promotes both independence and interdependence. It offers social opportunities, life skills workshops, and campus collaborations that create a sense of community, build transitional skills, and foster meaningful student relationships.

The DRC Peer Ally Program, (formally the DRC Peer Mentor Program,) matches experienced DRC student mentors with new, transfer, or continuing DRC students. The student mentor provides the mentee with assistance in their transition to Cal Poly, support, resources, but most importantly with personal experiences about many DRC-related topics.

Position Description:
DRC Connections Outreach Intern

- Event coordination: Assist with planning and coordinating social events, workshops, and other programming.
- Manage, update, and monitor group communications (social media pages, group text, and e-mail)
- Marketing and Advertising of website, workshops, events, and applications.
- Recruit members
- Maintain and consistently check Cal Poly calendar and phone messages.
- Minor marketing - pictures, content publication

Starting Compensation: $12.00 - $13.00 per hour

Duration: September 2016 - June 2017 with preferred start date during Summer 2016 to begin training.

The program requires a 10 hour/week commitment for one academic year, though a two year commitment is preferred.

Preferred Experience and Qualifications:
- Experience giving presentations/ workshops; not intimidated by public speaking
- Ability to connect with students, staff and faculty both orally (when giving a workshop or presentation) and in writing
- Experience in event planning, marketing, advertising, and recruiting
- Experience and/or interest in working with persons of varying disabilities, and working with students on the autism spectrum
- Superior people skills; empathic, good listener, ability to problem solve and use good judgment (or ask for help) when making quick decisions
- Familiarity with the ADA (Americans with Disabilities Act), 504 Rehabilitation Act and IDEA
- Self-motivated; ability to take initiative & work independently
- Compassionate
- Patient
- Ability to think outside the box, be creative and flexible
- Open to new ideas, not intimidated by change
- Interest in researching ways to continually improve upon programs
- Interest in writing curriculum/planning for weekly workshops

Eligibility: Must be enrolled as a part-time or full-time Cal Poly SLO student (graduate or undergraduate)

To Apply:
Deadline to submit application, cover letter, resume, writing sample (a research paper that you have turned in for school): Tuesday, May 31st at 9am

Interviews will be held June 1st-3rd, 1-4pm (please reserve these times)

Applicant:
- Please complete an online, fillable Application at drc.calpoly.edu
- Upon completion of Application, candidate will be prompted to upload a resume, cover letter, and writing sample.

Applicants will be contacted by email and informed of an Interview by Tuesday 5/31/16 at 5pm.

Please Note
- This position will require ongoing evening and weekend availability for social events and workshops.

Sample Weekly Schedule (10 hours):
- 30 min supervision
- Approx. 4 hours planning events, workshops, presentations, trainings, monitoring program.
- Approx. 2 hours spent on social media, website, marketing
- Approx. 30 min recruitment
- Approx. 2 hour spent researching best practices/trends in the field/program improvements
- Approx. 1 hour responding to emails