



Undocusuccess Fellowship Program 2024-2025

About the Undocusuccess Program

The Undocusuccess program is designed with undocumented students and students from mixed status families. We aim to support students and their families with legal assistance, academic and financial support, and most importantly, a caring community.

About the Fellowship

Undocusuccess Fellows (U-Fellows) will be a vital component of the Undocusuccess program and Cerro Coso Outreach Department. They are role models who help undocumented students transition *into* college and build positive relationships to support them *through* college. Our U-Fellows are advocates, team players, knowledgeable about Cerro Coso resources, and passionate.

We are looking for students to join the **2024-2025 Undocusuccess Fellowship Program**. This is a career development opportunity perfect for students who want to grow professionally. If you consider yourself someone who is highly motivated, mature, reliable, and committed to helping others, then we encourage you to apply! Although this is not a job, students will learn valuable skills that they can use in the future. Ideal fellows will have lived experience with the undocumented community.

These fellowships are made possible by AB1645 – the DREAM Resource Liaison bill that allocated funding for CA Community Colleges.

Objectives

The objective of the fellowship is to give U-Fellows the opportunity to learn and/or refine the following skills:

1. Public speaking to share your college experience and success strategies (e.g., time management, leadership, involvement, etc.) with undocumented students
2. Awareness, sensitivity, and respect for racial, ethnic, gender, sexual, ability, age, income, and other forms of diversity; special emphasis on the intersectionality of undocumented students
3. Customer service to support students, families, staff, and visitors while respecting privacy and confidentiality
4. Collaboration and teamwork with our staff and students
5. Community building with students, families, student employees, staff, faculty, and other departments



Undocusuccess Fellowship Program 2024-2025

Responsibilities

U-Fellows have three primary responsibilities: 1) to help Undocusuccess students navigate Cerro Coso, 2) to assist Outreach and Equity & Inclusion staff with special projects, and 3) to maintain a welcoming and supportive environment. To fulfill these responsibilities, U-Fellows will be expected to:

- Maintain a positive attitude, an open-mind, and a sincere passion for helping others
- Provide outstanding customer service to everyone who calls and visits Cerro Coso
- Assist students with Cerro Coso's intake process
- Help students access critical services (e.g., attorney appointments, book vouchers, etc.)
- Maintain frequent contact with students to suggest resources that help them navigate college
- Facilitate small group activities and assist with events
- Follow, implement, and provide information about Cerro Coso policies and procedures
- Communicate and collaborate with staff about inquiries, projects, and student cases
- Assist staff with special projects
- Create publications (e.g., flyers, brochures, emails, Instagram posts, etc.)
- Attend staff meetings, trainings, and events
- Lift at least 25 lbs. (to carry boxes, move tables, lift water bottle packs, etc.)

Minimum Qualifications

- Be knowledgeable about the experiences of the undocumented community
- Commit to enrolling in at least 6 units in the Fall and Spring
- Have completed at least one semester (Fall or Spring) of credit classes at Cerro Coso
- Possess excellent customer service and people skills
- Completed CA Dream Act or FAFSA
- 2.0 cumulative GPA and meet Satisfactory Academic Progress

Preferred Qualifications

- Be knowledgeable about policies and laws pertaining to the undocumented community
- Be fluent in any of the following languages: ASL, Chinese, Tagalog and/or Spanish
- Can demonstrate evidence of leadership potential and/or extra-curricular involvement



Undocusuccess Fellowship Program 2024-2025

Award

- Students selected to participate in this fellowship will receive a grant for the 2024-2025 academic year. Having a work permit or a social security number is NOT required. Grant amount will be determined based on student's financial aid package.

Schedule

- Fellowship hours will vary and may include evening and weekend commitments

Application Information

Students selected to participate have the opportunity to be in the fellowship for up to one year (from Fall 2024 through Summer 2025). If you are interested, submit all of the following documents to be considered for the fellowship:

Undocusuccess Fellowship Application

- Fill out this form: <https://forms.office.com/r/giGRMW59LU>
- Resume (if you need assistance please visit the Counseling Services 760-384-6219)
- Unofficial Transcripts
- Fall 2024 Class Schedule
- A Professional Reference (a Letter of recommendation is NOT required)

Please submit all documents to Betzabel.martinez@cerrocoso.edu

Possible Start Date

We anticipate that U-Fellows will start during the **1st week of the Fall 2024**. The fellowship will continue each term (Spring and Summer) until the end of Summer 2025.

Questions?

For questions, please contact:

Betzabel Z. Martinez, Director Equity & Inclusion

760-384-6156

Betzabel.martinez@cerrocoso.edu

Undocusuccess Fellowship Program 2024-2025

Please fill out the following information:

* Required

1. Name *

Enter your answer

2. Student ID # *

Enter your answer

3. Intended Major: *

Enter your answer

4. Are you interested in transferring to a 4-year college or university? *

Yes

No

Maybe

5. Have you filled a CA Dream Act Application OR FAFSA for the 2024-2025 year? *

- Yes
- No
- Not sure

6. Do you plan on being enrolled at Cerro Coso Fall 2024 for at least 6 units? *

- Yes
- No
- Maybe

7. Do you plan on being enrolled at Cerro Coso Spring 2025 for at least 6 units? *

- Yes
- No
- Maybe

8. Do you plan on being enrolled at Cerro Coso Summer 2025 for at least 6 units? *

- Yes
- No
- Maybe

Never give out your password. [Report abuse](#)

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

Microsoft Forms | AI-Powered surveys, quizzes and polls [Create my own form](#)

The owner of this form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information. | [Terms of use](#)