

Special Programs Assistant
Classified, Full-time, 12 month position, Categorical Funding
(Range 35)

The Position

Under the supervision of the Director of EOPS & Special Programs, this position will coordinate the activities and maintain information associated with the EOPS/CARE/CalWORKS programs. This position requires knowledge and expertise in providing services to students who are educationally disadvantaged due to academics, socio-economic, cultural, disability, and ethnic backgrounds. Some night, weekend, and off-campus assignments may be required.

Supervision Exercised

Exercises technical and functional supervision over student assistants and other hourly personnel.

Example of Duties and Responsibilities

The Special Programs Program Assistant will be responsible for tasks such as:

1. Responsible for the intake process for all programs, creating and maintaining an operational filing system for student information, referring students to appropriate support services.
2. Monitor and modify the student database for all programs; verifying eligibility of all students entered.
3. Maintain running budget for all programs.
4. Make students appointments.
5. Provide specialized recruitment to high schools and county agencies.
6. Act as the key liaison for currently enrolled CalWORKS students: signing monthly County Social Services forms, coordinating services, providing appropriate referrals, organizing weekly visits by County Social Services representatives.
7. Provide advocacy service for CalWORKS participants with county workers
8. Establish and maintain effective working relationships with related agencies and other campus programs. Serve as a representative at local, regional, and state CalWORKS meetings.
9. Work closely with other Cal WORKS program services (Student Employment, Financial Aid, Childcare Center, EOPS, and CARE) to facilitate seamless services for students.
10. Assist in creating and facilitating workshops and orientations for all programs.
11. Manage and distribute monthly services for CARE and CalWORKS.
12. Maintain MIS information for all programs.
13. Perform related duties and responsibilities as required.

Job Related and Essential Qualifications

Knowledge of: College educational programs and courses of study, matriculation procedures, and student services; programs processes related to educational disadvantaged, underrepresented, and nontraditional students; effective recruitment, retention tools and strategies; techniques of advising, interviewing, decision making, and career planning; modern office procedures. Extensive knowledge of CalWORKS policies and procedures. Knowledge of English usage, spelling, grammar, and punctuation; principles of data collection and report preparation; pertinent Federal, State, and local laws, codes, and regulations.

Required Qualifications

1. Bachelor's degree from an accredited college or university in behavioral science or related field or equivalent
2. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
3. Coordinate the activities of effective EOPS/CARE/CalWORKS outreach programs; interpret and explain District policies and procedures; respond to requests and inquiries from the public; deliver presentations before student and community groups; and plan, organize, and execute program activities.
4. Communicate effectively, both orally and in writing;

Desirable Qualifications

1. Three (3) years experience with EOPS/CARE/CalWORKS, or similar programs or social agencies serving disadvantaged clientele, or experience in career or job development.
2. Knowledge of community college educational programs and courses of study, matriculation procedures, and student services programs.
3. Good verbal and written communication skills.
4. Evidence of ability to work successfully in a team environment.
5. Foster positive and harmonious working relationships with those contacted in the course of work.
6. Demonstration of a pattern of participation in professional growth activities.

SKILL TO: Operate modern office equipment including computer equipment and operate a motor vehicle.

LICENSE: Possess and maintain 1) A valid California Driver's License and 2) a good driving record throughout employment.

SPECIAL REQUIREMENTS: Ability to work in a standard office environment; availability for evening and weekend work; drive a motor vehicle with passengers.