



EOPS/CARE Program Coordinator

Full-Time, 12-Month Classified
RANGE 46 PROPOSED

POSITION

Full-time, Coordinator for the Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) programs. This split assignment requires specific knowledge and expertise in the administration and coordination of students who are disadvantaged due to academics, socioeconomic, cultural, disability and ethnic backgrounds. This is a 37.5% EOPS, 37.5% CARE Coordinator position, with 25% support service to Campus Activities under direct supervision of the Director, Campus Activities & EOPS. This position will provide specialized tasks in the EOPS Program related to the day-to-day administration of the Campus Activities, EOPS Office and the coordination of the CARE Program.

SUPERVISION EXERCISED: Exercises technical and functional supervision over student workers, tutors and peer advisors.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Coordination of the day-to-day functions of the EOPS Program, and appropriate retention strategies to curriculum, support services and procedures.
2. Develop and sustain assertive recruitment activities designed to increase nontraditional, low income, underrepresented and/or high-risk students.
3. Coordinate the collection of pertinent data related to the retention, matriculation and transfer of EOPS/CARE students.
4. *Assists the Director of EOPS & Special Support Services coordination of EOPS Book Vouchers, and EOPS grants disbursements to continuing and new students.*
5. Monitor EOPS/CARE data to ensure proper MIS coding of new applicants; compile data and write a variety of reports.
6. Be familiar and maintain favorable relationships with auxiliary services such as; Disabled Students Program, CalWORKs, Financial Aid, Admissions, etc.
7. Coordinate the application and admission process of EOPS & CARE students.
8. Verify eligibility of all EOPS/CalWORKs students according to Title V regulations.
9. Coordinate and implement the Cooperative Agencies Resources for Education (CARE) Program.
10. Establish and maintain effective working relationships with related agencies and other campus programs.
11. Serve as a representative at local and regional meetings.
12. Compile data and write a variety of reports and assigned program budgets.
13. Coordinate and supervise campus tours for students.

- 14. Provide mid, and year end reports for CARE program.
- 15. Provide technical and functional supervision over the tutors and peer advisors.
- 16. Implement and oversee appropriate retention strategies to curriculum, support services and procedures.
- 17. Recommend and implement policies and procedures.
- 18. Implement new programs, and monitor services.
- 19. Perform related duties and responsibilities as required to Campus Activities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE:

- 1. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
- 2. Coordinate the activities of an effective EOPS/CARE outreach program; interpret and explain District policies and procedures; respond to requests and inquiries from the public; deliver presentations before student and community groups; plan, organize and execute program activities.
- 3. Communicate effectively, orally and in writing.
- 4. Carry out assigned tasks in the absence of the Director of Campus Activities & EOPS.

ABILITY:

- 1. Keep accurate statistical records analyze data and draw conclusions; and prepare clear and concise reports under tight time constraints.
- 2. Good verbal and written communication skills.
- 3. Evidence of ability to work successfully in a team environment.
- 4. Foster positive and harmonious working relationships with those contracted in the course of work.
- 5. Demonstration of a pattern of participation in professional growth activities.

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

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: College level course work in education, counseling, or a related field.

Experience: Three (3 years) experience with EOPS, or a similar program or social agency serving disadvantaged clientele or experience in career or job development;

Knowledge of Community College educational programs and courses of study, matriculation procedures and student services programs.

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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.

Revised: 3/13/08
Union approved: 3/13/08
Board approved:

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