

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

EOP&S SPECIALIST (Extended Opportunity Programs & Services)

Salary Range 15

BASIC FUNCTION:

Under the direction of the Director of EOPS, performs a variety of specialized duties related to reviewing and determining new student eligibility for the EOPS and CARE programs; reviews and updates ongoing program eligibility for continuing students; prepares book vouchers, EOPS/CARE grants, and EOPS emergency loans; maintains student payroll and reviews staff time; provides training and work direction for student and hourly workers; and performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Plans and organizes activities and programs to provide information and assistance to students regarding EOPS and CARE programs. (E)
- Prepares EOPS/CARE grants, book vouchers, and EOPS emergency loans for processing by Financial Aid Office, Business Office, ITS, and Cashier. (E)
- Reviews and determines ongoing EOPS and CARE student eligibility process; reviews new, potential and continuing EOPS applicants; determines EOPS eligibility codes; retrieves and records financial aid status; pulls and reviews Antelope Valley College and other college transcripts as necessary; reviews and prints class schedules; retrieves and reviews assessment scores and placements; reviews additional information from Social Services Department for CARE eligibility. (E)
- Reviews and determines new EOPS/CARE applicants. (E)
- Provides administrative services in support of Director; prepares EOPS/CARE grants and book vouchers; EOPS emergency loans for processing by Financial Aid Office, Business Office, ITS, and Cashier. (E)
- Trains, and provides work direction to hourly workers and student assistants; and prepares and monitors time sheets. (E)
- Ensures that accurate information is entered into the EOPS computer file and properly entered into the College's mainframe for EOPS mail-out information, early registration and others. (E)
- Prepares and generates EOPS/CARE grant checks; check students' current unit load, appointments completed and academic progress to determine each grant disbursement. (E)
- Assists the Program Manager with a wide variety of clerical, technical and routine administrative duties as assigned; coordinates office and telephone contacts and computer applications; assists with follow-up activities to secure faculty evaluations; provides follow-up to students regarding negative evaluations as directed. (E)
- Assists the director with special EOPS/CARE activities as directed.
- Attends EOPS/CARE staff meetings, in-services, and job related conferences, workshops, and seminars.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years college-level course work in social science, human services or related field and two years experience in a related human services field.

KNOWLEDGE OF:

Extended Opportunities Program and Services and related special programs.

College admission procedures.

Scholarship and financial aid opportunities.

Community organizations and agencies.

Paraprofessional and peer counseling techniques.

Social and psychological problems of economically and educationally disadvantaged individuals.

Recruitment procedures and techniques.

Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
District organization, operations, policies and objectives.
Applicable sections of State Education Code and other applicable laws.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Develop and coordinate a variety of programs and activities to identify, recruit and retain EOPS students at a community college.
Prepare and deliver oral presentations.
Establish rapport with disadvantaged high school students and community members.
Participate in the selection and training of peer counselors and assistants.
Provide and coordinate a variety of services and activities to assist EOPS students in their academic achievement and personal growth.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Work confidentially with discretion.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Train and provide work direction to others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides training and work direction to student workers and hourly paid workers.

CONTACTS: Co-workers, other departmental staff, students, and the general public.

PHYSICAL EFFORT:

Sitting or standing for extended periods of time.
Light lifting of materials.
Reaching to retrieve and file records.

WORKING CONDITIONS:

Office environment.
Constant interruptions.