CERRITOS COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

CLASSIFICATION: EOPS Assistant Director

DATE APPROVED: 10/15/08

GRADE: 17 (Management Salary Schedule)

DEFINITION

Under the direction of the Dean of Student Support Services, plans, supervises, integrates, coordinates and evaluates the operations and activities of the District’s Extended Opportunity Program and Services (EOPS) department, including department budgets; coordinates department programs and services with college instructional programs; acts as liaison with college offices including Admissions and Records, Career and Assessment Services, CalWORKs, Counseling Services, Disabled Students Programs and Services (DSPS), Financial Aid and other support services; interviews, advises and assists students enrolled in the program; provides information to students and the public regarding EOPS programs and services; and performs related duties as assigned.

DUTIES AND RESPONSIBILITIES

1. Plans, supervises, integrates, coordinates, oversees and evaluates the programs and services offered by the District’s Extended Opportunity Program and Services (EOPS) department; assures appropriate generation and disbursement of EOPS grants and services to eligible students; selects, trains, directs and supervises the work of EOPS program staff; plans and develops EOPS projects and programs; plans and produces special services, functions and events; monitors and participates in producing EOPS student newsletters and other related information documents.

2. Ensures the conducting of eligibility reviews of EOPS applicants according to Title V guidelines; ensures the awarding and preparation of EOPS packages for students according to federal, state and local regulations and requirements; performs program pre-assessments for new EOPS eligible students and performs follow-up assessments of continuing EOPS students; monitors EOPS student award amounts and performance of student activities to ensure continuing compliance with Title V regulations; identifies ineligible students and cancels awards; ensures the mediation and resolution of student status and other requirement-related functions; authorizes discretionary expenditures as appropriate.

3. Coordinates EOPS program award activities with the Financial Aid Office; makes certain that EOPS student programs and services are successfully coordinated with the programs and services of the campus CalWORKs program, Admissions, Bookstore, Career Center, and Transfer Center.

4. Provides information regarding EOPS programs and services as requested; provides program orientation and training information to EOPS peer advisors; ensures effective, timely, and need-centered student and parent/significant other outreach and orientation services and materials.
5. Supervises, directs, and ensures the preparation, updating, and maintenance of paper and electronic records, files, and reports of EOPS student contract plans, statistics, expenditures and obligations; the monitoring and evaluation of student participant majors, grades, units attained, required remedial classes, disability status, current and outstanding transcripts and counselors' notes to ensure satisfactory participant academic progress; and, the tracking of student status and progress using automated systems.

6. Anticipates, prevents, and resolves problems and conflicts under areas of supervision.

7. Provides advice and leadership as directed in the development of policies and procedures applicable to the functions and purpose of the department.

8. Supervises and evaluates assigned personnel.

9. Participates in the development of, and monitors, the approved budgets of the EOPS department.

10. Oversees employee disciplinary matters and grievances.

11. Participates on committees, task forces, and other activities as assigned.

12. Attends a variety of meetings, training sessions, seminars, workshops and conferences as required.

13. Performs other related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

1. Federal, state and local laws, regulations, court decisions, and applicable legal advisories governing EOPS programs and services.


3. Government and community resources available to students.

4. Basic research methods and data analysis techniques.

5. Administrative practices and procedures, including accountability, budget management, employee supervision, record keeping, and filing practices and procedures.

6. Standard business software, including word processing and spreadsheet programs.

7. Principles and practices of sound academic and business communication.
Ability to:

1. Prepare clear, concise and accurate reports, correspondence and other written materials.

2. Operate a computer using word processing, spreadsheet, and other business software and other standard office equipment.

3. Organize and maintain specialized files, including electronic files.

4. Maintain confidentiality of District and student files and records.

5. Exercise tact, diplomacy, discretion, and confidentiality in dealing with sensitive, complex and confidential student issues and situations.

6. Establish and maintain effective working relationships with District management, administrators, faculty, staff, students, federal and state funding agencies, college and external auditors, community agencies, the public and others encountered in the course of work.

Education, Training and Experience:

1. Minimum of a Master’s degree from an accredited college or university preferably with a major or concentration in counseling, psychology, social work, career development, or other focus reasonably related to the administrative assignment.

2. Minimum of one year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Preferred:

1. Within the last four years, two years of experience or the equivalent:
   a. In the management or administration of educational programs, community organizations, government programs or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages or,
   b. As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.

2. Completion of a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language or social disadvantages.

WORK CONDITIONS

Will be required to drive and travel to offsite locations periodically.