

Position: EOPS Specialist	Salary Grade: 38
	BD: 07/18/12 Revised: 07/07/21

Summary

Promotes enrollment and retention of economically and socially disadvantaged students into the College. Participates in, and fulfills services and activities that reach out to potential students using techniques such as speaking to community groups, organizing programs and events to enhance school readiness, and making direct contact with potential students. Facilitates eligibility determinations and tracks student progress and compliance with programs.

Distinguishing Career Features

EOPS is a State-sponsored program designed to attract and retain economically and socially disadvantaged students into higher education. CARE is a program for additional services to eligible EOPS students. The Specialist requires competency in outreach and a public speaking capacity to promote and support these and related programs.

Essential Duties and Responsibilities

Incumbents assigned to this classification are qualified to perform all of the essential duties, however, will generally concentrate in one or more of the following categories:

Outreach and Recruitment

- Coordinates and performs a variety of specialized duties to support recruiting and retention of economically disadvantaged, minority and at-risk students through one or more programs.
- Participates in planning, organizing, and conducting outreach activities targeting economically disadvantaged students eligible for EOPS/CARE financial assistance and/or services. Assists students with registration by inputting data onto student databases.
- Identifies and maintains contact with first-time, full-time EOPS students. Monitors student progress in getting accepted and aligned with coursework.
- Conducts off-campus recruitment of EOPS/CARE-eligible students. Prepares and delivers presentations to high schools, alternative learning centers, and other locales to orient potential students to the College, programs, and financial aid.
- Provides information to potential students regarding EOPS application procedures and College registration, facilities, services, and the instructional program. Provides information on district policies and procedures.
- Prepares and delivers advertisements, brochures, newsletters, and informational materials and consults with local print and other media to promote interest in the EOPS program.

Student Retention

- Participates in, and implements readiness programs for EOPS. Prepares and distributes advertisements for the program. Organizes cultural and social activities, guides EOPS

students to various resources, and organizes special programs, events, and presentations on campus, and with community-based agencies.

- Prepares orientation calendars and conducts orientations for new students to the programs.
- Coordinates a mentoring program for students in the assigned programs. Monitors the attendance of students at workshops and counseling and guidance classes in order to construct a profile matrix of students' activity compliance, GPA, units enrolled, units completed, etc. for grant/service recommendation review.
- May design and conduct information workshops regarding various supportive programs and services, including but not limited to the CARE program and requirements
- Provides basic advice and referral to students having personal problems that interfere with participation in the programs.
- Refers students to various community employment and social service organizations, employment/unemployment offices, and other local businesses.
- Assists in planning, organizing, and providing a variety of student support services and workshops, and advisory board meetings.
- Prepares informational EOPS/CARE materials including newsletter articles. Prepares and distributes statistics on EOPS/CARE students and send to appropriate personnel for assessment.

Compliance

- Sets up and monitors the procedures for intake and acceptance to the EOPS, CARE and related programs. Reviews student transcripts on an ongoing basis and reaffirms continuing program and financial eligibility (determined through financial aid).
- May serve as the officially designated Cerritos College CARE Coordinator, participating in regional and state CARE meetings and programs.
- As the designated Cerritos College Care Coordinator, manage the CARE budget and ensure compliance with reporting requirements per program directives.
- Maintains a tracking system for inputting and monitoring EOPS and CARE data supporting eligibility reviews, student status, reasonable student progress, audits, and internal and external reporting. Adjusts and/or terminates levels of service accordingly
- Calculates cost projections and provides to the Director. Orders materials and supplies for the program as authorized. Verifies attendance of participants and instructors.
- In coordination with the Director, researches, utilizes, and interprets legal and policy materials from external agencies concerning CARE students,.
- Provides guidance, support and assistance to students concerning class schedules, career goals, instructors, and academic progress. Assists students in resolving problems and in communicating effectively with others.

- Collects and records statistical and demographic information about EOPS students. Inputs data onto an automated information system using established data entry screens. Information is used for determining funding levels.
- Assists with hiring, training and providing work direction to assigned student workers, peer counselors and volunteer staff.
- May oversee student workers including assignments for students in the program who are serving as mentors.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of state-funded programs and resources encompassing socially and economically disadvantaged students. Requires a working knowledge of higher education certificate and degree requirements. Requires a working knowledge of Title V, EOPS/CARE and other related State regulations. Requires knowledge of the social, educational, and cultural programs that can enhance student retention. Requires a working knowledge of funding sources and requirements, as well as the services that may be available to students from other agencies. Requires sufficient language and writing skills to prepare reports and correspondence. Requires working knowledge of common office productivity software such as student databases, word processing, spreadsheets, and presentation graphics. Requires math skills sufficient to maintain financial and statistical records. Requires sufficient human relations skills to convey technical concepts to students, exercise patience, and make presentations to secondary schools and outside agencies.

- **Abilities**

Requires the ability to implement programs and services that enhance disadvantage student admission, retention, and outplacement into the job market. Requires the ability to demonstrate sensitivity to a diverse population of individuals. Requires the ability to determine student eligibility to participate in special-funded programs by interpreting rules and regulations. Requires the ability to deliver presentations and perform work assignments at all College locations and off-campus settings. Requires the ability to work productively and cooperatively with others, including diverse population students who are economically disadvantaged.

- **Physical Abilities**

Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer. Requires the ability to retrieve, lift, push, pull, and carry lightweight materials on an occasional basis. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type presentations. Requires near visual acuity to read printed materials.

- **Education and Experience**

The position requires an Associate of Arts degree in a social science or education and three years of experience working with special populations. A Bachelor's degree is preferred and may substitute for some experience.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.