

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: EOPS SPECIALIST**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of the Director of EOPS, assist in providing personal, academic and career guidance to EOPS students; perform a variety of specialized technical student services and assistance duties for the Extended Opportunity Program and Services participants; provide a wide range of information to current and prospective students.

### **REPRESENTATIVE DUTIES:**

Assist in providing personal, academic and career guidance as needed; meet with students individually to discuss a variety of issues, problems and successes; conduct progress determination sessions with students and recommend programs to assist students such as tutors, learning disability programs, computer assisted programs, and instructor's aid; follow up according to established procedures. *E*

Assist in the scheduling of the peer advisory staff; assist in the screening, interviewing, training and evaluation of peer advisory personnel. *E*

Train peer advisors regarding federal, State and District policies and procedures such as Title IV regulations and others related to the EOPS program; provide information for advisors to make appropriate referrals to students with a variety of needs. *E*

Assist in performing recruitment activities for the EOPS Program; receive student applications for EOPS program; determine or recommend decisions regarding eligibility; verify assessment scores; schedule appointments for counseling and interviews; prepare and maintain related records and reports. *E*

Conduct workshops and arrange for and schedule semester orientation; schedule date and location of orientation; prepare agendas and letters and order supplies and materials; prepare packets, data, materials and handouts for students. *E*

Monitor the preparation of student files; assemble and input data into a computer. *E*

Prepare promotional materials and letters; submit and order printing services; develop standard form letters as appropriate. *E*

Prepare ledgers and assist in monitoring the budget for the work study program; set-up and maintain ledgers for departments and students; maintain records of charges; notify departments and students as directed regarding remaining funds in ledger accounts according to established procedures. *E*

## **EOPS Specialist - Continued**

Assist in development of EOPS program budget and monitor expenditures; recommend allocations of monies to various areas in the EOPS program including EOPS book vouchers, travel, supplies, printing and EOPS personnel salaries and benefits.

Collect, compile and maintain statistical, financial data, and academic progress information for special and periodic reports to the State Chancellor's Office.

Develop and articulate program policy, regulations and procedures to EOPS staff, faculty and students.

Publish and distribute EOPS newsletter.

Participate in Regional and State meetings, workshops and conferences.

Direct EOPS operational functions in absence of supervisor.

Evaluate supply inventory and determine needs to maintain stocking levels; prepare requisitions and submit to appropriate personnel for approval and signature according to established procedures.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Interviewing techniques.

Policies and objectives of EOPS program and activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Public speaking techniques.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Operation of a computer terminal and data entry techniques.

### **ABILITY TO:**

Interpret and apply rules, regulations and policies of Title IV and EOPS program.

Plan, schedule and deliver oral presentations to various groups in the community.

Promote College enrollment of economically disadvantaged students.

Travel to various community locations and work a flexible schedule.

Operate a computer terminal to enter data, maintain records and generate reports.

Maintain records and files.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Work independently with little direction.

Meet schedules and time lines.

## **EOPS Specialist - Continued**

Work confidentially with discretion.

Read, interpret, apply and explain rules, regulations, policies and procedures.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in social science, education or related field and two years of increasingly responsible experience working in a public service environment.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Normal Office Environment:***

While performing the duties of this job the employee is regularly required to sit or stand for extended periods of time, use hands to type or handle materials, and hear and speak to exchange information. The position requires bending and reaching above the shoulder and may be required to perform moderate lifting. While performing the duties of this job, the noise level in the work environment is usually quiet.

Office environment; subject to interruptions and distractions.

Incumbents may be exposed to dissatisfied or abusive individuals.