



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EOPS SPECIALIST	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

**JOB DESCRIPTION:**

Under direction, oversees outreach efforts for Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) to high schools and community agencies for EOPS recruitment purposes; assist EOPS/CARE students who are transferring to baccalaureate colleges and universities; and performs related work.

**SCOPE:**

The EOPS Specialist coordinates community outreach efforts to schools, agencies, and other organizations that may benefit from EOPS/CARE; maintains effective liaison programs.

**DISTINGUISHING CHARACTERISTICS:**

The EOPS Specialist is distinguished from the EOPS Technician by the outreach duties performed.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Develops, implements, and organizes outreach activities and parameters for EOPS/CARE programs which facilitate student recruitment and retention.
2. Makes presentations, leads workshops, and disseminates information regarding the College and EOPS/CARE to on campus departments, high schools and other community agencies.
3. Conducts recruitment efforts among targeted groups to promote EOPS/CARE and encourage educational advancement.
4. Recruits potential SRJC/EOPS/CARE students from a variety of sources.
5. Provides information about College services and educational programs and EOPS/CARE to students regarding District requirements, program eligibility, college transfers, and related issues.
6. Assists high school students, community members and reentry students with applications and forms; ensures that they have submitted all required documents, college entrance test scores, financial aid packets, course enrollments, etc.
7. In coordination with EOPS/CARE counselors and the Transfer Center assists EOPS/CARE students who are transferring to colleges and universities.
8. Assists Student Services departments and programs in providing a coordinated approach to outreach activities on behalf of the EOPS/CARE program.
9. Coordinates and maintains liaison with various campus departments, high schools and other community agencies as required.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

10. Gathers data and prepares reports related to the College/EOPS/CARE enrollment and outreach activities; maintains appropriate records and files for EOPS/CARE students.
11. Represents the College at various outreach functions.
12. Translates outreach tools such as brochures, flyers, application materials, annual student evaluations and Web pages for EOPS and CARE programs from English to other languages appropriate to populations targeted for EOPS/CARE recruitment efforts.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Demonstrate public speaking experience; oversee group activities; speak a non-English language fluently; interpret and apply the rules, regulations, and policies of the District; operate a personal computer and enter data into computer database; proficiency with software programs such as desk top publishing, word processing, and spread sheets; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Issues relating to ethnically diverse population or persons handicapped by language, social or economic disadvantage; federal, state and local laws and regulations governing funded programs; applicable federal and state laws and regulations including Equal Employment Opportunity; college recruitment and marketing techniques; college policies and procedures relevant to the EOPS department; financial aid and scholarship assistance programs available to students; effective human relations skills and training.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Bachelor's degree in a related discipline.

*Experience:*

Minimum of two years experience working with low-income or ethnically diverse groups. Must be fluently bilingual in a non-English language spoken by EOPS/CARE students and their parents. Bicultural skills and expertise and fluency and competency in reading and writing Spanish are preferred.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, proof of insurance, and vehicle registration and licensing.

**SPECIAL REQUIREMENTS:**

Position requires frequent travel to various area high schools, organizations, and community organizations.