



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EOPS OUTREACH SPECIALIST	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

**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; assists EOPS/CARE students who are transferring to baccalaureate colleges and universities; and performs related work.

**SCOPE:**

The EOPS Outreach 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 outreach efforts among targeted groups to promote EOPS/CARE and encourage educational advancement.
4. Contacts potential SRJC EOPS/CARE students from a variety of backgrounds.
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, and course enrollments..
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. Initiates and maintains liaison with various campus departments, high schools and other community agencies as required.
10. Serves as a liaison between students and other campus departments; refers students to appropriate departments to meet their needs.

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

11. Maintains current knowledge of changes in state regulations related to the EOPS/CARE program, attends workshops and training programs.
12. Creates brochures and other advertising materials for various financial assistance programs.
13. Coordinates maintenance of web pages for EOPS/CARE.
14. Gathers data and prepares reports related to the College EOPS/CARE enrollment and outreach activities; maintains appropriate records and files for EOPS/CARE students.
15. Represents the College and promotes EOPS/CARE availability through a variety of outreach venues.
16. Plans and coordinates field trips for elementary, middle, and high school students to SRJC.
17. 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.
18. May supervise and train students and short-term, non-continuing (STNC) employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Demonstrate public speaking experience; oversee group activities; speak Spanish 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; proper usage, spelling, vocabulary and grammar in English and Spanish.

**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:*

Extensive experience working with low-income or ethnically diverse groups. Must be fluently bilingual in Spanish.

**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. Ability to lift up to 50 lbs. unassisted.