



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EOPS TECHNICIAN/CARE COORDINATOR	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

JOB DESCRIPTION:

Under general supervision, provide technical information regarding the Extended Opportunity Programs and Services (EOPS) programs; perform intake duties related to EOPS; coordinate and process applications for EOPS; verify information on the applications; coordinate work related to the Cooperative Agencies Resources for Education (CARE) program; and perform related work.

SCOPE:

The EOPS Technician/CARE Coordinator serves as a technical resource for EOPS information and processes; evaluates and verifies EOPS applications; recommends award packages; and coordinates and prepares notification and eligibility letters to applicants. This position also has responsibilities for coordinating administrative work for the CARE program, evaluates and determines student eligibility for all CARE Grants, evaluates and coordinates new services to be offered at Santa Rosa Junior College.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Provides accurate information regarding the EOPS resources available to assist students in meeting their educational goals; answers questions regarding EOPS services, eligibility and processes.
2. Evaluates EOPS applications and supporting documents for accuracy, clarity and completeness according to State rules and regulations in order to determine basic eligibility for EOPS.
3. Verifies financial and educational information reported on EOPS applications and additional documents.
4. Recommends EOPS award packages of State SB164 categorical funds.
5. Prepares EOPS tracking letters and eligibility letters.
6. Maintains computer database for EOPS intake and corrects student information in computer database using specialized EOPS screens.
7. May troubleshoot and resolve EOPS intake problems and issues.
8. Reviews student academic progress to evaluate continued CARE eligibility.
9. Processes EOPS applications and fee waiver applications for EOPS students.
10. Coordinates and monitors the EOPS childcare slots at the SRJC Children’s Center.
11. Coordinates the collection and processing of data for all CARE students, determines eligibility for CARE grants and services, ensures implementation of Education Code Regulations for the CARE program and recommends awards.

KEY DUTIES AND RESPONSIBILITIES (Continued):

12. Responds to inquiries regarding the CARE program for the EOPS Advisory Committee; serves as a resource for CARE information to students, staff, college departments, and the community regarding the program.
13. Develops and monitors the annual CARE budget along with the EOPS/CARE Director.
14. Represents Santa Rosa Junior College at the EOPS/CARE Regional meetings; attends meetings, conferences and workshops with regard to the CARE program.
15. Prepares CARE updates for the EOPS/CARE Advisory Committee; prepares CARE year end report for the Chancellor's office; verifies MIS data for CARE students.
16. Prepares and maintains specialized statistical reports as needed for CARE and EOPS intake.
17. Coordinates workshops for CARE students for each semester.
18. May supervise and train student and short-term, non continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Analyze the financial needs of students to determine their EOPS eligibility; provide accurate and clear information to students; apply eligibility criteria in a fair, consistent and objective way; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Issues relating to ethnic minorities 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 EEO; operation of personal computer and software applications.

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:

Two years of college coursework; Associate's degree preferred.

Experience:

Increasingly responsible experience working with persons challenged by language, social or economic disadvantages. Bicultural skills and expertise are preferred.