



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

TITLE:	Program Specialist – EOPS/CARE	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Student Services	CLASSIFICATION:	Classified
OCCUPATIONAL GROUP:	Professional Non-Faculty	BARGAINING UNIT/ SALARY SCHEDULE:	CSEA
FLSA:	Non-Exempt	SALARY RANGE:	34

SUMMARY:

Under the direction of an assigned supervisor, assist with the duties required of the program coordinator as represented in the Title 5 guidelines for the EOPS/CARE program under the EOPS/CARE/NextUp department. Perform a variety of highly complex and technical paraprofessional EOPS/CARE duties. Coordinate and oversee office activities of assigned function; train and provide work direction to others as assigned.

ESSENTIAL FUNCTIONS:

1. Communicate and assist in implementing directives from the EOPS/CARE Programs according to the State Chancellors Office and Title V. Oversee the implementation of policies and procedures of the EOPS/CARE/NextUp Office.
2. Coordinate communication with other district departments and personnel, students, education institutions, vendors, other outside organizations and the public.
3. Assist with the training and provide work guidance to assigned personnel; prioritize, assign and review work; participate in interviewing job applicants and provide input for performance evaluations as requested.
4. Perform a variety of specialized and complex clerical and technical duties independently in support of assigned area, such as awarding EOPS and CARE book accounts and grants. designing and developing student database record sets, manage data for program reports and state MIS reports, posting records, data entry and retrieval, researching, and compiling, recording, tracking and verifying information from a variety of sources.
5. Provide technical assistance and information to students regarding records, financial aid, book accounts, registration, EOPS requirements, CARE requirements, graduation requirements, transfer requirements, and selected major requirements. Refer students with professional needs to a counselor.
6. Explain college and EOPS/CARE/NextUp policies and procedures to students; schedule counseling and peer counselor appointments and obtain district and other college transcripts for counselors utilizing filing and data processing systems.
7. Coordinate the duplication and distribution of a variety of materials, such as: brochures and applications for college programs, articulation agreements, microfiche, and college catalogs. Produce and maintain web pages, brochures, flyers, booklets and other material, which support assigned area.

8. Attend and actively participate in EOPS/CARE Program meetings and conferences and travel accordingly each year.
9. Interact with the college community representing the EOPS/CARE/NextUp Programs.
10. Maintain currency of qualifications for area of assignment.

SECONDARY FUNCTIONS:

11. Review and proof documents, records, applications and forms for accuracy, completeness and conformance to established departmental rules and regulations.
12. Coordinate, order and maintain office supplies; schedule maintenance and repair of equipment. Assist with the development of the EOPS/CARE Program Budgets.
13. Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures for EOPS, CARE, and NextUp Programs (Title 5).

EOPS/CARE/NextUp Program goals, objectives, outcomes, etc.

Computer literacy utilized in program reports.

Budgetary and staffing procedures within a funded program. Public relations techniques.

Basic research methods.

Database design and management.

ABILITY TO:

Learn, understand and apply college policies, procedures, and operations. Communicate effectively both orally and in writing.

Use a personal computer including various software packages (e.g. word processing, spreadsheets, databases, etc.) to enter and retrieve data efficiently and effectively; operate a variety other office equipment such as a calculator, copier, FAX machine, etc.

Analyze situations accurately and adopt effective course of action.

Work independently with little direct supervision; plan and organize work; establish schedules and timelines, and meet deadlines.

Assist with training and providing work guidance to assigned personnel.

Establish and maintain cooperative and effective working relationships with others. Maintain information and files of a confidential or sensitive nature.

Plan and organize work; meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with constituents; demonstrated commitment to customer service.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an Associate's degree from an accredited college or university with coursework in educational psychology, social science, human services, student services, business or office management, or a related field and two years of increasingly responsible related office/records experience, preferably providing support in a student services or academic setting.

WORKING CONDITIONS:

Fast-paced office environment. Assignment will include travel within the community and to statewide program meetings and conferences. Flexible scheduling may be necessary to meet program needs.

Job Code: CL276
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JK