

College of the Redwoods

Position Description

Position: Assistant Director, EOPS/CARE	Position Number: AADEOPS
Department: EOPS	FLSA: Exempt
Reports to: Director, Special Programs	Salary Grade: 122

Summary

Under the direction of the Director of Special Programs, plans, supervises, integrates, coordinates and evaluates the operations and activities of the District's Extended Opportunity Programs and Services (EOPS) program. Responsible for outreach and recruitment of targeted population and the development of curriculum for and coordination of orientation activities for new and continuing EOPS students. Works collaboratively with DSPS, Student Development and campus administrators and counseling staff to coordinate the delivery of program services. Responsible for creating annual plans and generating year-end reports. Provides budget management. Assists Director in assuring compliance with program planning, reporting and regulations.

Essential Duties and Responsibilities

- As delegated by the Director, train, supervise, monitor staff and student workers.
- Supports the planning and execution of assessment of student and program learning outcomes. Assess the effectiveness of these outcomes. Based upon the outcome of assessment, implement changes the area of responsibility.
- Assist director with annual reports to Chancellor's office, college administration, and others as needed.
- Coordinate, implement and monitor EOPS/CARE programs, services and activities District wide.
- Coordinate and conduct EOPS Orientations, workshops and special events.
- Monitor EOPS/CARE expenses.
- Recommend and administer interoffice policies and procedures.
- Assist with assuring District wide compliance of EOPS/CARE program parameters. This includes site visits, collaboration with faculty, staff and administrators at all campuses, and general oversight of the programs.
- Assist director with day-to-day supervision of staff, focusing on completion of EOPS/CARE tasks and responsibilities.
- Assist director with the monitoring of EOPS/CARE student award amounts and student activities to ensure continuing compliance with Title V regulations.

Qualifications

Knowledge and Skills

Requires a working knowledge of Title V, and related program requirements and limitations. Requires working knowledge of college development theory and student services issues on a community college campus. Requires a fundamental knowledge of federal and California financial aid program, eligibility and student needs assessment. Requires a working knowledge of office practices, procedures and equipment. Requires

outstanding oral and written communication and human relations skills as well as the skills needed to conduct workshops and presentations and to work effectively with staff, faculty, students and administrators. Requires knowledge of budget practices, including development, budget monitoring and report writing.

Abilities

Position requires the ability to supervise, coordinate and perform the basic tasks associated with the position; to learn, interpret, explain and apply college, state and federal program policies, rules and objectives; to plan, organize and prioritize one's own work and the work of others to meet schedules and timelines; to analyze situations and adopt an effective course of action; to communicate effectively and confidently both orally and in writing; to coordinate activities for EOPS/CARE orientations and special workshops; to use a variety of computer software and web based programs as they relate to special programs and administration.

Physical Abilities

Requires the ability to operate a personal keyboard and computer. Requires visual acuity and the ability to read words and numbers. Incumbent must be able to speak and hear sufficiently to communicate in person or over the phone.

Education and Experience

Experience in supervision and budgeting. Experience working in a college student services setting. Bachelor's degree in counseling, psychology, education or related field required. Conversational knowledge of Spanish is helpful.

Licenses and Certificates

A valid CA driver's license.