

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	EOPS Program Coordinator	Range:	40
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for organizing and coordinating activities of the EOPS program.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, develops and implements procedures and activities for the EOPS program and services.
2.	Coordinates the identification, recruitment and matriculation of potential EOPS students.
3.	Develops and coordinates outreach services, including communication with high schools, colleges and community organizations.
4.	Assists EOPS students in completing applications for college admission and financial aid.
5.	Participates in campus and community events to promote program; prepares and distributes informational pamphlets, brochures, flyers, and letters; assists students via telephone and in person.
6.	Organizes and coordinates peer and paraprofessional counseling program to aid in the retention, placement and transition of EOPS students.
7.	Develops and implements regular orientation and training activities for peer counselors.
8.	Participates in the preparation and monitoring of program budgets; calculates budget projections and reports on actual expenditures.
9.	Maintains a variety of records, logs and student files; prepares periodic and special reports related to program activities and effectiveness; oversees and reviews the preparation and maintenance of confidential student records and files.
10.	Maintains regular contact with EOPS students; monitors academic progress and assist in the resolution of scholastic problems.
11.	Trains and provides work direction and guidance to others as directed.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The EOPS Program Coordinator maintains daily contact with various District departments, academic counselors, students, local high schools and colleges, and outside agencies.

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**EDUCATION AND EXPERIENCE**

Two (2) years college coursework in counseling, student services or related field  
Minimum two (2) years experience in a related human services field, preferably in an educational program designed for ethnic minorities and/or individuals with language, social or economic disadvantages

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of state education codes and requirements including Title V  
Knowledge of government funded programs, especially those designed to serve ethnic minorities or individuals with language, social or economic disadvantages  
Knowledge of budget preparation and maintenance  
Knowledge of basic accounting policies and procedures  
Knowledge of record keeping procedures  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office machines including typewriter, computer terminal, calculator, and copy machines  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to speak a language other than English fluently i.e., Spanish, Vietnamese, Korean helpful  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California Driver's License

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**WORKING CONDITIONS**

College or District office environment; subject to sitting for long periods at a time (up to 2-3 hours).  
Repetitive use of upper extremities including hand coordination activities.

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