

<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, human 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 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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