



**TITLE: Manager, Extended Opportunity Programs & Services**

**CLASSIFICATION: Management Team – Classified Supervisor**

**SALARY RANGE: 15**

**SCOPE OF POSITION:**

Under the direction of the Dean, Student Support Programs, plan, organize, and direct the operations of the Extended Opportunity Program and Services (EOPS), categorical program, including fiscal administration, resource development, new program implementation, development, coordination and reporting activities; train, supervise and evaluate the performance of assigned and staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Administers program budgets according to established guidelines; links program planning and budgeting through the implementation of Program Review for EOPS.
2. Coordinates and implements EOPS intake process; oversees and processes student applications and the maintenance of student records; verifies the eligibility of EOPS/CARE/CAFYES students in accordance with Title 5 regulations.
3. Oversees technology applications for EOPS, CARE and CAFYES and provides liaison to the Information Technology department for programming-related matters.
4. Directs the EOPS orientation program and Summer Readiness program for Petaluma and Santa Rosa campuses.
5. Participates in grant development efforts to fund or supplement EOPS student needs.
6. Provides technical expertise, information and assistance to the Dean, Student Support Programs regarding assigned functions; assists in the formulation and development of policies, procedures and programs.
7. Plans, organizes and implements long and short-term programs and activities designed to develop assigned programs and services.
8. Communicates with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; collaborates with various departments and outside agencies to advocate for student equity and promote institutional efforts to improve academic success and program completion of underrepresented students.
9. Serves as chief administrator of the EOPS scholarship program.

**KNOWLEDGE OF:**

1. Planning, organization and direction of programs designed to assist disadvantaged students.
2. EOPS Title 5 laws, CAFYES SB1023 rules and regulations and implementation guidelines.
3. Local public and private community agencies serving low income, ethnically diverse, foster youth English Language Learner (ELL), Second Chance, and other high risk populations.
4. State and federal financial aid regulations affecting EOPS/CARE/CAFYES students.

**KNOWLEDGE OF – Continued**

5. College policies and procedures.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Work effectively with multiple funding source budgets.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

**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:*

Bachelor's degree in a related field.

*Experience:*

Increasingly responsible experience in education, public administration, social work, student services or related programs.