

TITLE: Coordinator, EOPS/CARE Program

CLASSIFICATION: Classified

SALARY GRADE: C09

SCOPE OF POSITION:

Under general direction, coordinates the Cooperative Agencies Resources for Education (CARE) program for the Extended Opportunity Programs and Services (EOPS) department; serves as a resource to student parents, plans personal development workshops and seminars for student parent retention and success; provides information and services to prospective and current students, faculty, and staff regarding EOPS and CARE programs; and coordinates intake and application processes.

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. Provides overall direction and guidance on the day-to-day operations, problem solving and decision making for the CARE program; implements program policies and directives according to District, federal or state guidelines.
2. Coordinates CARE activities and student services programming and outreach events to support student success and retention, including workshops, field trips, presentations and meetings for students and community partners.
3. Reviews applications or other program documents to evaluate eligibility and placement for EOPS and CARE programs; advises students on assigned program.
4. Assists with updating and maintaining CARE student files; monitors student progress and provides follow-up services; ensures compliance with all EOPS/CARE policies and reporting requirements.
5. Determines student eligibility to receive resources, such as grants, book services, childcare, transportation and other services; serves as a liaison between CARE students and other District and community programs.
6. Prepares reports and financial statements, or other information requested by the District and State Chancellor's Office or external agencies.
7. Monitors and assists in the development of the CARE program budget; assists in the development of proposals to secure additional funding; coordinates financial support for students.
8. May lead the work of other classified and short-term, non-continuing (STNC) employees in the area.
9. May supervise and train student employees.

KNOWLEDGE OF:

1. Challenges and opportunities of students from traditionally underrepresented backgrounds.
2. Event planning.
3. Relevant local, state, and federal rules and regulations, policies and procedures.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Analyze the financial needs of students to determine their EOPS eligibility.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous and professional manner.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree required.

EXPERIENCE:

2+ years of related experience working with students from traditionally underrepresented backgrounds.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).