



EOPS&S Coordinator

Classified Range: 45

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Coordinates various program functions and processes within primary responsibility in a specialized area, according to established policies, procedures, federal and state guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Oversees Extended Opportunity Programs & Services (EOP&S) operations; serves as an advocate for students in the program and coordinates activities within the EOP&S department; coordinates schedules and timelines; recommends changes to improve operational efficiency.
2. Coordinates EOP&S program through determination of eligibility and selection of recipients; coordinates and records accurate transmittals and disbursements of book grants, gas cards, parking permits, and collects data for students receiving services.
3. Coordinates administration of the EOP&S program in accordance with State regulations.
4. Organizes, prepares, and maintains a variety of records, statistics, and reports related to the EOP&S program.
5. Coordinates, plans, develops and conducts internal and external presentations, orientations, and workshops on and off campus providing education of program and resource requirements.
6. Prepares and maintains records related to the administration of the EOP&S program in accordance with department and State requirements.
7. Assists with compliance and proper application of District, state, federal regulations, laws, legal mandates, policies, rules, and guidelines to a variety of operational procedures and other EOP&S department programs.
8. Audits student personnel time logs and timesheets for accuracy; monitors labor expenditures.
9. Serves as the college representative at local and regional meetings.
10. Collaborates with other related auxiliary programs and services to facilitate program needs.
11. Facilitates program celebrations and activities; assists with advertisement and promotion of EOP&S program through outreach and literature.
12. Stays current with a variety of complex regulations, requirements and policies related to assigned area.
13. Performs other duties related to the primary job duties.



EOPS&S Coordinator

Classified Range: 45

Board Approved: 11/18/21 P. 2|4

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products



EOPS&S Coordinator

Classified Range: 45

Board Approved: 11/18/21 P. 3|4

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations



EOPS&S Coordinator

Classified Range: 45

Board Approved: 11/18/21 P. 4|4

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

An Associate's degree in Business, Management, Social Sciences and Human Services or a related field from an accredited college or university.

Experience:

Four (4) years of increasingly responsible experience in a higher education student services area involving frequent student contact.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.