EOPS PROGRAM COORDINATOR
JOB #CCC813
$4,076 - $4,946 per Month
This is a classified position subject to a one-year probationary period.

DATE POSTED: April 21, 2015
CLOSING DATE: May 12, 2015
POSITION LOCATION: Cypress College – EOPS (Extended Opportunities Program & Services)
Student Support Services Division
SCHEDULED SHIFT: 8:00 a.m. - 5:00 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs).
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for organizing and coordinating activities of the EOPS program. Plan, develop and implement
procedures and activities for the EOPS program and services. Coordinate the identification, recruitment and matriculation
of potential EOPS students. Develop and coordinate outreach services, including communication with high schools,
colleges and community organizations. Assist EOPS students in completing applications for college admission and
financial aid. Participate in campus and community events to promote program; prepare and distribute informational
pamphlets, brochures, flyers, and letters; assist students via telephone and in person. Organize and coordinate peer and
paraprofessional counseling program to aid in the retention, placement and transition of EOPS students. Develop and
implement regular orientation and training activities for peer counselors. Participate in the preparation and monitoring of
program budgets; calculate budget projections and reports on actual expenditures. Maintain a variety of records, logs and
student files; prepare periodic and special reports related to program activities and effectiveness; oversee and review the
preparation and maintenance of confidential student records and files. Maintain regular contact with EOPS students;
monitor academic progress and assist in the resolution of scholastic problems. Train and provide work direction and
guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in
an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: Two (2) years college coursework in counseling, student services or related field
AND minimum (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.

Ability to: Make arithmetic calculations quickly and accurately; operate a variety of office machines including typewriter,
computer terminal, calculator, and copy machines; interpret, apply and explain rules, regulations, policies and procedures;
speak a language other than English fluently i.e., Spanish, Vietnamese, Korean helpful; analyze situations accurately and
adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; work independently
with little direction; understand and follow oral and written directions; communicate effectively, both orally and in writing;
supervise, train and provide work direction to others; establish and maintain effective working relationships with others.

Knowledge of: District organization, operations, policies and objectives; state education codes and requirements including
Title V; government funded programs, especially those designed to serve ethnic minorities or individuals with language,
social or economic disadvantages; budget preparation and maintenance; basic accounting policies and procedures;
record keeping procedures; correct English usage, grammar, spelling, punctuation, and vocabulary.

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

DESIRES QUALIFICATIONS
Experience working within an EOPS office and/or serving EOPS students; working knowledge of additional community college student services other than EOPS including but not limited to CalWORKS, DSPS, Foster Youth/Guardian Scholars, Veterans, Financial Aid, and components of the Student Success Initiative and Student Equity programs that are designed to meet the needs of college students who are faced with educational and economic hardships.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1. **District Classified Application:**
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2. **Cover letter and resume addressing job qualifications and responsibilities:**
   Cover letter and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume attached will be deemed incomplete and will not be considered.

3. **Copy of official/unofficial transcripts:**
   Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

4. **Copy of valid Driver’s License:**
   Must be submitted with application. Applications submitted without a copy of a valid Driver’s License will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC813, EOPS Program Coordinator, in all correspondence. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before May 12, 2015, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veteran status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu