DEADLINE FOR APPLICATIONS

medical certification pursuant to statute. 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 interview/evaluation date.

Cypress College has motived the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College's 14,000 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 58 university-transfer majors 141 career-certificate programs, and degrees in 51 areas of study. Dr. Michael J. Kasler is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

For further information about the position contact: Rick Rams Dean, Student Support Services (714) 484-7374
THE POSITION
Manager, Extended Opportunity Programs and Services (EOPS)  
Job #CCM969

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the college Vice President or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of college Extended Opportunity Programs and Services (EOPS), providing outreach to target populations, and assuring compliance with applicable laws and regulations.

DUTIES AND RESPONSIBILITIES
Provide leadership in the administration, organization and development of specialized college Extended Opportunity Programs and Services (EOPS), including outreach, counseling, peer advising, financial aid, tutoring, and the Cooperative Agencies Resources for Education (CARE) program; assure compliance with applicable state laws and Title 5 regulations.

Develop and prepare the annual preliminary budgets for assigned programs; monitor control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

Maintain current knowledge of legislation and technology related to programs and services.

Develop and implement plans and policies to facilitate the annual State project plan; assure compliance with applicable state laws and regulations.

Develop and coordinate services and course offerings; develop and prepare faculty schedules and room assignments; assist in the preparation of the catalogue and class schedules.

Provide information and assistance regarding EOPS; coordinate the preparation and distribution of program literature.

Maintain communication with District and college staff and various agencies to coordinate program services, exchange information, and refer eligible students; maintain current knowledge of legislation and technology related to programs and services.

Supervise the planning, development and recommendation of new courses; review standing courses and recommend the deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional program.

Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

Determine appropriate equipment and supplies for assigned programs in accordance with established policies; submit textbook lists and requests for supplementary materials, audiovisual and other resources; monitor and control inventories.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Provide leadership in the administration, organization and development of specialized college Extended Opportunity Programs and Services (EOPS), including outreach, counseling, peer advising, financial aid, tutoring, and the Cooperative Agencies Resources for Education (CARE) program; assure compliance with applicable state laws and Title 5 regulations.

Work with the EOPS and CARE Advisory Committees to establish an effective support system with local business, industry, elementary school, secondary school and four-year university and parent representatives; serve as a liaison with local officials from elementary and secondary school districts to establish an effective network system to accurately identify targeted students and coordinate appropriate delivery systems for identified needs.

Provide information and assistance regarding EOPS; coordinate the preparation and distribution of program literature.

Maintain communication with District and college staff and various agencies to coordinate program services, exchange information, and refer eligible students; maintain current knowledge of legislation and technology related to programs and services.

Supervise the planning, development and recommendation of new courses; review standing courses and recommend the deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional program.

Plan and coordinate services and course offerings; develop and prepare faculty schedules and room assignments; assist in the preparation of the catalogue and class schedules.

Develop and implement plans and policies to facilitate the annual State project plan; assure compliance with applicable state laws and regulations.

BENEFITS
The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependents' dental, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #CCM969 in all correspondences. Download the District Academic Management Application on our website at http://www.noccdd.edu, or email requests to hr@noccdd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:

1. Completed District Academic Management Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). Evidence of degree conferred/awarded must be printed on the transcripts. Evaluations of foreign degrees and/or course work are required. See our website at www.noccdd.edu/Employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application.