

Position Description
EOPS Outreach Specialist
Department: Student Services

POSITION PURPOSE

The EOPS Outreach Specialist participates in the outreach and recruitment of eligible persons to attend the College through the Extended Opportunities Programs and Services which support educational programs and services for underrepresented minority and educationally disadvantaged groups.

NATURE AND SCOPE

The EOPS Outreach Specialist may supervise hourly work study students.

The EOPS Outreach Specialist coordinating community outreach efforts to schools, agencies, and other organizations who may benefit from EOPS, and maintaining effective liaison programs. Other decisions, such as budget funding for supplies and materials and support personnel, and written and verbal instructions and direction as appropriate, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Provides presentations to District area schools and community agencies to bring awareness to EOPS and recruit students.
2. Arranges student visitation and tours to College; disseminates information as requested.
3. Develops and maintains positive relationships with student, public and private organizations, and community agencies.
4. Assists in processing of student applications and documents for special admission to the College under EOPS guidelines.
5. Assists in completion of admission and financial aid process i.e., BOGG, Pell Grant, and nonresident status.
6. Administers assessment tests in accordance with College policies, procedures, and curriculum requirements.
7. Assists EOPS counselor with providing guidance and information to students.
8. Maintains appropriate records and files for EOPS students; maintains and updates records and data in accordance with Federal and State guidelines for reporting purposes.
9. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
California Education Code; Title V regulations
Knowledge of Federal, State and local laws and regulations governing funded programs preferred
Knowledge of applicable federal and state laws and regulations including EEO, Affirmative Action
Computer literacy; various software applications e.g., Microsoft Word, WordPerfect

Skills and Abilities:

Strong analytical skills
Strong problem solving skills
Excellent interpersonal skills
Excellent written and oral communication
Ability to work independently
Ability to work in culturally diverse community
Management, organizational and supervisory skills

Education and Experience:

A.A. degree in Education, Educational Psychology or related discipline
2-4 years directly related experience; public relations and/or community liaison experience preferred

Working Conditions

Typical office environment
Ability to lift up to 25 lbs.