

Extended Opportunity Program Specialist, Categorical -
Bilingual Preferred (Spanish or Farsi)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=230188>

Downloaded On: Jul. 17, 2024 2:16pm

Posted Feb. 5, 2024, set to expire Jan. 28, 2025

Job Title	Extended Opportunity Program Specialist, Categorical - Bilingual Preferred (Spanish or Farsi)
Department	
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Feb. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Extended-Opportunity-Program-Specialist--Categorical---Bilingual-Preferred--Spanish-or-Farsi-REQ11530
Apply By Email	
Job Description	

Title:

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Job Category:

CSEA

Job Opening Date:

February 05, 2024

Job Closing Date:

February 28, 2024

Location:

Saddleback College

Work Location:

Mission Viejo, CA

Department:

Division of Counseling Services

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

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Pay Rate Type:

Monthly

Work Days:

Monday - Friday

Work Hours:

Monday - Thursday (10:00 am - 7:00 pm) and Friday (8:00 am - 5:00 pm)

Hours Per Week:

40

Percentage of Employment:

100%

Months of Employment:

12



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Salary:

Starting salary at \$4,880 to 5,389 per month, plus 2% bilingual stipend (if applicable)

Required Documents:

Resume and Cover Letter Required

Job Description:

C.S.E.A. Classified Bargaining Unit Salary Range 121

Application Materials must be received by 11:59pm February 27, 2024

This position is categorically funded. Employment in this position is contingent upon funding by Extended Opportunity Programs and Services.

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.

SUMMARY DESCRIPTION

Under general supervision from assigned supervisory or management staff, performs a variety of specialized duties involved in assisting potential/eligible Extended Opportunity Program Services (EOPS) students in the areas of registration and admissions, financial aid, immigration and residency questions and requirements, and other services; provides technical assistance and guidance to students, staff, counselors, faculty, and administrator in the interpretation and clarification of program

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regulations; prepares and maintains a variety of statistics, records, and reports related to program area and participants; facilitates functions of the EOPS office; and participates in the outreach, recruitment, and retention efforts of the program.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Provide detailed information to current and potential students regarding College regulations, College admissions, financial aid programs, EOPS and related program regulations, immigration and residency requirements, and student support services available on campus and in the community.

Disseminate, assist students in completing, and receive applications including EOPS, admissions, and financial aid applications; screen and assess student needs and eligibilities including by verifying income, units enrolled, units completed, placement scores, and other required documentation; assist students in clearing residency status; assist students with registration procedures and class selection.

Provide technical assistance to students and community members regarding the availability of specific majors; provide information on two- and four-year degree programs, certificate programs, and financial aid and scholarship opportunities.

Organize and conduct EOPS outreach activities to recruit potential EOPS students at high schools, community agencies, and on campus; conduct classroom and presentations at other locations for students, parents, and other diverse audiences.

Organize and conduct orientation sessions for students entering EOPS and its sub-programs;

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coordinate and plan workshops to explain financial aid programs and assist students with application procedures; conduct campus tours and train students on tour procedures.

Advise students on the terms, conditions, requirements, and limitations of awards; provide information concerning financial aid determinations and allocations; explain loan versus grants; explain acceptance and the program requirements regarding satisfactory academic progress to ensure student compliance with pertinent rules and regulations.

Assist students with completing transfer application on-line.

Prepare and maintain a variety of files and records related to program services and activities; maintain student records and documentation to ensure accurate tracking of progress and to monitor ongoing EOPS eligibility; assist administrator in compiling information and preparing comprehensive reports for State agencies.

Participate in community relations activities to publicize EOPS programs and services; design and distribute flyers and announcements using computer graphics software; develop Web pages; make arrangements for transportation, facilities, and refreshments appropriate for the event.

Establish and maintain cooperative working relationships with students, staff, and faculty as well as various agencies associated with or servicing the programs to ensure efficient, effective, and correct implementation of the programs.

Represent the College and its EOPS and related programs at on- and off-campus meetings, conferences, community events and high school career and college fairs; serve as liaison with community resources including food banks, welfare agencies, and others; advise student clubs of EOPS programs and services.



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Participate in financial assistance programs; consult on policies and procedures; assist students with alternative and/or revisions to their financial aid; collect, compile and evaluate data related to program area; maintain current knowledge of new and revised program regulations and requirements.

Refer students to academic counselors for information regarding eligibility for graduation, general education requirements, transfer to other colleges and universities, and vocational certificate programs.

Coordinate EOPS book voucher or book loan program; may prepare, review, and verify all paperwork for purchases made at bookstore; may assist in filling book orders for eligible students.

Coordinate book service and parking permits for the program.

Perform general clerical work in support of EOPS operations; type a variety of documents; answer telephones; greet students; schedule appointments; prepare files for counseling appointments and orientations; enter information into computer.

Plan, prioritize, assign, supervise, and review the work of assigned student assistants and staff; provide training to other staff including in understanding and maintaining the integrity of confidential files; review and validate completed work for accuracy.

Attend and participate in workshops to remain current and up-to-date on program requirements.



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Perform related duties as required.

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.

Knowledge of:

Philosophy, goals, and objectives of the EOPS program and its sub-programs; EOPS eligibility requirements.

Student recruitment and retention strategies and techniques.

District policies regarding admissions, matriculation, evaluation, residency, and financial aid.

Paraprofessional guidance techniques used to assist students; institutional and community resources to refer students to.

Methods and techniques used in conducting information sessions for current and prospective students.

Pertinent federal, state, and local laws, codes, and regulations including those pertaining to student admissions, financial aid, and residency.

Confidentiality requirements when dealing with personal and sensitive student information.

Data collection and basic research principles and practices

Basic mathematical and statistical principles.

Principles, practices, and procedures of business letter writing and report preparation.

Record keeping methods and procedures.

Principles and practices used to establish and maintain files and information retrieval systems.



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Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Work organization principles and practices.

Principles and techniques used in public relations.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Perform a wide variety of specialized duties related to the outreach, recruitment, and retention of EOPS students.

Prepare and give oral presentations to potential program participants at high schools and other locations in the community.

Understand the organization and operation of the College as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Assess student needs and provide appropriate referrals.

Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.

Provide information regarding college admission, matriculation, financial aid programs, EOPS and

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other student services.

Publicize program services and activities.

Maintain current knowledge of EOPS and financial aid programs and requirements.

Compile and analyze data related to assigned functions and prepare related reports.

Implement and maintain filing and record-keeping systems.

Independently compose and prepare correspondence and memoranda.

Plan and organize work to meet schedules and changing deadlines.

Work within the policies, functions, and requirements of area of assignment.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Type or enter data at a speed necessary for successful job performance.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work independently and effectively in the absence of supervision

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES



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Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to two years of college level course work in education, counseling, or a related field.

Experience:

Two years of increasingly responsible administrative and programmatic experience including experience coordinating, implementing, and providing administrative support to a program designed for special populations.

License or Certificate:

A valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle to other locations, such as local high schools, to conduct work.

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:



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Work is performed primarily in a standard office setting with occasional field trips, including those to local high schools. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

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 lift, carry, push, and/or pull light to moderate amounts of weight; 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. Hearing: Hear in the normal audio range with or without correction.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.



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PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrintfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.



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DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact