VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EOPS/CARE TECHNICIAN

BASIC FUNCTION

Under the direction of the Extended Opportunities Programs & Services/Cooperative Agencies Resources for Education Coordinator, performs a variety of complex technical clerical duties in support of the Coordinator; coordinate activities to identify, package, and certify eligibility for EOPS/CARE programs in accordance with District policies and complex state and local requirements.

REPRESENTATIVE DUTIES:

Interview, assess, and screen potential program applicants according to established EOPS guidelines; review student records and applications for program eligibility for new and continuing students; provide intake services to qualified students.

Process student documents; interpret, analyze, and determine eligibility of award grants and maintain the case load of EOPS participants.

Prepare, input, submit, and retrieve Management Information Systems and other student data in Banner for submission to the California Community College Chancellor’s Office; analyze reports for accuracy.

Interpret and explain state eligibility requirements related to EOPS/CARE regulations and provides information and assistance to students to maintain program eligibility.

Provide EOPS/CARE program eligibility assistance and information to EOPS/CARE Counselors and other EOPS staff/faculty; provide specialized training and assistance to new EOPS/CARE staff and faculty.

Prepare orientation materials with regard to EOPS program requirements; assist with admission and registration forms; assists with financial aid forms; and makes referrals to other college services areas and to community services agencies.

Review student records to monitor satisfactory program and academic progress; maintain program records related to student eligibility to verify units completed and review of students’ contractual obligation.

Coordinate with Financial Aid to assure EOPS/CARE students receive the correct amount of financial assistance.

Determine eligibility for and process and monitor recipients of the Book Voucher program.

Provide Priority Registration to EOPS/CARE students.

Provide guidance and work direction to EOPS peer advisors and other lower-level support staff.

Established November 2008
EOPS/CARE TECHNICIAN (continued)

Enter EOPS Orientation and Retention classes in Banner.

Enter EOPS faculty payroll information in Banner and print CHAs.

Attend staff meetings, conferences and seminars to maintain current knowledge regarding program eligibility requirements, regulations, and District policies.

Assist EOPS/CARE Coordinator with monitoring the budget, inputting requisitions, processing invoices and running reports.

Prepare data and generate reports for coordinator’s year-end report, as requested.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

EOPS and CARE Program objectives, administration, and regulations
Applicable sections of State Education Code, Title 5, and other applicable laws, rules, and regulations governing EOPS and CARE programs and services
District organization, operations, policies and objectives applicable to areas EOPS/CARE functions
Peer advising functions, procedures, and objectives
Educational and career opportunities for economically disadvantaged students
Community agencies and resources available to students
Administrative practices and procedures, including record keeping and filing practices and procedures
Basic research techniques, methods, and procedures
Word processing and spreadsheet software
Principles and practices of sound business communication

ABILITY TO:

Communicate effectively, both orally and in writing
Analyze, interpret, apply and explain complex laws, regulations, policies and procedures
Provide effective work direction
Work independently with little direction
Exercise sound judgment in reviewing student applications
Relate effectively to economically and educationally disadvantaged students
Maintain confidentiality of District information

EDUCATION AND EXPERIENCE

Any combination equivalent to:

Education: Graduation from high school or evidence of equivalent educational proficiency supplemented by two years of college-level coursework in a related field. An associate degree is preferred.
Experience: Two years of responsible experience providing student support services to economically disadvantaged students. Experience working within an EOPS program is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Campus office environment
Constant interruptions

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard
Reaching to maintain files
Hearing and speaking to communicate and provide information to others