



FLSA: NON-EXEMPT

EOP&S SPECIALIST

POSITION DESCRIPTION: Under general direction performs specialized duties related to the operation of the Extended Opportunity Program and Services (EOP&S) office; assist students; provides information regarding EOP&S programs and services; performs administrative duties as assigned.

ESSENTIAL DUTIES/FUNCTIONS:

- Assist students with a variety of services in the EOP&S program.
- Schedules counselor's appointments.
- Provides information regarding eligibility to new students.
- Maintains and coordinates schedules for counselors.
- Inputs data into database.
- Processes office mail, time cards and other records and reports.
- Prepares memos and correspondence.
- Retrieves information from data base.
- Provides information concerning the function of the College and EOP&S programs and services as requested.
- Processes documents and files for new students.
- Inventories and maintains supplies.
- Pulls files for counselors.
- Create flyers and announcements about programs.
- Operate office machines including microcomputer, computer terminal, word processing and related software.
- Assist with staff schedule to ensure office coverage.
- Design and develop printed materials for distribution and public relations, including newsletters, brochures and flyers.
- Prepare and maintain various student files and records.
- Answer incoming calls and route individuals to appropriate staff.
- Compose, type and edit correspondence.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

1. High School Diploma/ GED Certificate **AND**
2. Associate's degree in social science, education, public administration, or related field **AND**
3. Two years experience working with student oriented programs.

DESIRABLE QUALIFICATIONS:

- Pertinent sections of the Education Code and guidelines governing program and services.
- Title V regulations
- EOP&S program planning, goals, objectives, and policies.
- Record keeping principles and procedures.
- Operate personal computer, word processing and spreadsheet programs.
- Organize and prioritize work, interpret and apply administrative policies and procedures.

- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Work confidently with discretion.
- Meet schedules and time lines.
- Perform specialized duties related to the operation of the Extended Opportunity Program and Services functions.
- Establish and maintain cooperative and effective working relationships with others.
- Statistical recordkeeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Provide information to the public regarding EOP&S programs and services.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.