

STUDENT PERSONNEL ASSISTANT Extended Opportunity Programs and Services (EOPS)

DEFINITION

Under general supervision of assigned manager/supervisor, serves as a staff assistant in carrying out the objectives of the Extended Opportunity and College Awareness tutorial programs.

TYPICAL DUTIES

Monitors academic progress of Extended Opportunity Programs & Services (EOPS) students and assists them in transferring to four year colleges and universities; works in conjunction with the Student Placement Office, Financial Aid Office, Career Center, School Nurse, Admissions Office and others within the Student Services and instructional areas to bring all college services to the disadvantaged; and works cooperatively with the counseling division, including EOPS counselors in an effort to increase collegiate success for EOPS recipients. Accesses local and district computer files in order to assemble and provide data for research projects; serves as a resource person for staff, students, and the community; disseminates information regarding EOPS and College Awareness Programs to the college-wide community and service area; and maintains liaison with the District organizations and agencies whose primary effort is to assist the disadvantaged segments of the Sacramento area. Coordinates EOPS and College Awareness activities including peer counselor and tutorial recruitment activities with a view of increasing college opportunities for the nontraditional student; organizes office procedures so that the main objectives of these programs may be fulfilled effectively; oversees students assigned to the program; and assists with follow-up studies and activities relating to the evaluation of services provided by the program. Assists in conducting orientation sessions; maintains a library of materials and catalogs; assists in the preparation of marketing and promotional materials; and prepares, uses, and analyzes evaluation questionnaires and other assessment instruments; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of experience in a LRCCD student support services position or similar position with related duties. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree or 60 semester units (90 quarter units). NOTE: An additional year of qualifying experience may be substituted for up to one year of college education.

KNOWLEDGE OF

Knowledge of elements of correct English usage, spelling and vocabulary; and letter and report writing procedures. Knowledge of basic computer applications such as Word, Outlook, and Internet. Knowledge of interpersonal skills using tact, patience and courtesy; and peer counseling techniques. Knowledge of organization and operation of outreach programs; college programs and student services; Extended Opportunity Program aims and objectives; and financial aid procedures and community resources

available to the disadvantaged. Knowledge of procedures in the development and use of marketing materials; record keeping and administrative practices; and fundamental college procedures.

SKILL IN

Skill in communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; listening to what other people are saying and asking questions as appropriate; and adjusting actions in relation to others' actions. Skill in finding information and identifying essential information; and managing one's own time and the time of others.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty, and staff; accept direction from supervisors; exercise initiative and good judgment; work as a member of a team; and to meet schedules and time lines. The ability to compile data and prepare reports; and maintain accurate and complete records. The ability to analyze and solve problems; and operate a computer. The ability to develop and implement innovative programs within assigned guidelines; coordinate EOPS and College Awareness activities; maintain liaison with community organizations and agencies; and organize office procedures to achieve department objectives. The ability to relate well to people of all backgrounds; maintain confidentiality of student records and conversations; work to develop innovative programs designed to assist nontraditional students; and respond positively to unique problems of nontraditional students. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Computer, typewriter, fax, copier, printer, scanner, and calculator.