

**EOPS Coordinator/Counselor  
San Diego Community College District**

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<b>Job Title</b>	EOPS Coordinator/Counselor
<b>Department</b>	
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Feb. 9, 2018
<b>Application Deadline</b>	2/27/2018
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Counseling Services
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**Job Description**

San Diego Community College District

EOPS Coordinator/Counselor

Closing Date: 2/27/2018

Position Number:

Location: San Diego Miramar College

Position Type: Academic

The Position:

EOPS Coordinator/Counselor  
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Applications are now being accepted for the position of EOPS Coordinator/Counselor at San Diego Miramar College. The position reports to the Dean of Student Development & Matriculation and is responsible for coordinating services for the EOPS department. The department includes EOPS, California Work Opportunity and Responsibility to Kids (CalWORKs).

While the current vacancy exists at San Diego Miramar College, applicants should understand that they are subject to assignment at any District facility at the option of the Chancellor. In addition, applications submitted may serve to establish an eligibility list for similar vacancies that may occur in the District throughout the academic year.

Major Responsibilities:

1. Plan, coordinate, organize, and provide leadership for the all components of a campus EOPS program and related programs, including instruction, counseling, support services, and program assessment.
2. Plan, coordinate, organize, and provide leadership for the campus CalWORKs Program. Includes representing the interest of the College and TANF students on welfare reform-related matters, including interpretation and implementation of complex policies and procedures.
3. Develop and coordinate required annual State plans and budgets.
4. Interpret, implement and ensure compliance with federal, state, and local guidelines. Interpret and explain legal requirements and District policies and procedures to students, faculty, staff, and the public.
5. Coordinate work assignments and provide leadership for assigned personnel. Communicate with Dean regarding training and development needs and collaborate in developing training opportunities.
6. Collaborate with other departments to coordinate programs/services and to promote effective communication and compliance with District policies and procedures.
7. Attend, represent and participate in District, local, State and national level committees, groups, conferences, advisory boards and professional organizations to develop effective programs and services.
8. Establish program goals: identify special materials needed by students; identify needs of students who are disadvantaged by language, social and economic handicaps; and assess the need for new programs/services and facilitate their development and implementation.
9. Develop and implement policies and procedures; prepare guidelines and manuals for EOPS.
10. Explain and interpret program objectives and college course offerings to students, campus community, and the public.
11. Establish, review and evaluate student learning outcomes, program effectiveness and student success using data supported techniques.
12. Work sensitively with persons from diverse backgrounds.

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Qualifications:

Masters degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development, or the equivalent, AND

EOPS counselors hired after October 24, 1987, shall:

(1) Have completed a minimum of nine (9) semester units of college coursework predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages

OR

(2) Have completed six (6) semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages

AND

In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.

Desired Qualifications:

1. Demonstrated ability to coordinate the services offered by the EOPS Department.
2. Demonstrated ability to assist with integrating Student Services and Instructional Services.
3. Demonstration of effectiveness in organizing and coordinating projects/programs within an institution of higher education, including budget management.
4. Ability to establish and maintain a professional working relationship with counseling and classroom faculty.
5. Ability to work cooperatively with Student Services staff.
6. Knowledge of or experience in student support services and programs that focus on outreach, retention and transition.
7. Knowledge of and experience in the use of technology to deliver student services.
8. Demonstrated cultural competence and sensitivity to diversity.
9. Experience that demonstrates the ability to interpret and apply local, state, and federal regulations, policies and procedures.
10. Demonstrated ability to develop, coordinate and monitor program budgets.
11. Demonstrated ability to prepare funding proposal and reports.
12. Demonstrated ability to evaluate program outcomes and effectiveness.
13. Ability to communicate effectively.

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**Licenses:**

Valid California drivers license

**Pay Information:**

Class 1, Step A Class 6, Step C (\$5,754.92 \$7,754.42) per month based on the current AFT COLLEGE Faculty Tenured-Tenured Track Monthly Salary Schedule.

Initial salary placement for this Assistant Professor is commensurate with required education and related teaching experience as outlined in section A2.1 of the AFT Faculty Collective Bargaining Agreement and it is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid medical, dental, vision plans, sick leave, and opportunities for professional development. This position is FLSA Exempt and may not accrue overtime. Benefits will be provided under the terms of the AFT-Guild, Local 1931 Faculty Collective Bargaining Agreement. Annual Salaries will be recalculated for service less than a full academic year based on Education Code 87815, any required adjustment will be made with-in the first pay period. Travel reimbursement for interviewees traveling more than 200 miles, one-way, may be paid according to geographic location (see SDCCD Travel Stipend Policy, Rev 7/14/2011). Typically, Assistant Professors earn tenure after 4 years and promote to Associate Professor. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: [url=http://apptrkr.com/1166619]https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

**Contact Information**

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

**Contact**

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