

Director, EOPS/CARE, CalWORKs and RISE
College of the Canyons

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Posted Jun. 25, 2020, set to expire Nov. 7, 2020

Job Title	Director, EOPS/CARE, CalWORKs and RISE
Department	Educational Administrator
Institution	College of the Canyons Santa Clarita, California
Date Posted	Jun. 25, 2020
Application Deadline	Jul. 17, 2020
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Student Affairs Administration - Undergraduate Education Administration - Other
Apply Online Here	http://50.73.55.13/counter.php?id=182941

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Job Description

The Santa Clarita Community College District/College of the Canyons is seeking a full time Director, EOPS/CARE, CalWorks and RISE. The ideal candidate is a leader possessing a strong grounding in academic and student services programs and a thorough understanding of the primary mission of the community college, as well as supporting our college's commitment to educating the more than 32,000 racially and socioeconomically diverse students we enroll each year. Currently, our student body is approximately 45.4% Latino/Hispanic, 32.2% White, 6.3% Asian, 5.5% African-American, 4.5% Pacific Islander, 2% multi-ethnic, and less than 1% Native American. The college was designated a Hispanic Serving Institution in 2015, reflecting our focus on enhancing the educational attainment and economic well-being of the community we proudly serve. As a 2018 and 2019 Champion of Higher Education award recipient, ranked number one in Los Angeles County during 2019 for best two-year colleges for adult learners, one of the top transfer institutions in Los Angeles County, as well as one of 20 community colleges in the state selected for the California Guided Pathways Project, we are focused

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on enhancing equity and implementing policies and practices that help all students achieve successful academic outcomes while fostering a culture of completion, transfer, and job preparation.

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Educational Administrator

ACA19-334

Extended Review Date: July 17, 2020

Reporting to the Associate Vice President of Student Services, the Director, EOPS/CARE, CalWORKs and RISE is responsible for the day-to-day management, supervision and coordination of all programs and services provided to students served by the EOPS/CARE, CalWORKs and RISE (foster youth and homeless students) programs and all related records and reports and other duties that may be assigned including counseling, educational peer advising, financial aid, tutoring, program application, book services; coordinates and directs communications, services, resources, and information to meet student needs and ensure smooth and efficient program activities; coordinates assigned activities with other District divisions and departments, officials, and outside agencies; provides highly responsible and complex professional assistance to the Associate Vice President, Student Services in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Is provided administrative direction and leadership by the Associate Vice President of Student Services. Manages, supervises, coordinates, and leads the professional, technical, and administrative support staff of the EOPS/CARE, CalWORKs and RISE programs.

KEY DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and implements programs and services for EOPS/CARE, CalWORKs and RISE students, and the goals, objectives, and program policies, procedures and work standards. Facilitates communications about departmental activities, events, deadlines, and timelines.
- Manages, supervises and coordinates day-to-day operations of all EOPS/CARE, CalWORKs and RISE programs, services, and activities, including recruitment and outreach, orientation, assessment, counseling and advisement, financial aid, tutorials and special workshops, transfer assistance, educational plans, grants, book vouchers, supplies, club activities, priority registration, letters of recommendation, scholarships, crisis intervention, legal assistance, case management, single parent workshops, award ceremonies, bus passes, and subsidized meal cards.
- Responsible for timely and accurate preparation, submission and coordination of all grant reports for EOPS/CARE, CalWORKs and RISE consistent with the State Chancellors Office, County of Los Angeles, other funders, and District Policies, and responsible for seeking additional and alternative

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funding for the program and activities.

- Coordinates and participates in the development and administration of the programmatic budgets and related grants; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approval of expenditures; directs and implements adjustments as necessary. Manages other grants, funding requirements, and deadlines as assigned.
- Participates in interviews and the selection of, and coordinates the onboarding, training, and evaluating of, all EOPS/CARE, CalWORKs and RISE personnel, including certificated and classified staff, temporary staff and college assistants, according to established policies and procedures.
- Provides leadership in the development and achievements of annual goals and objectives for the EOPS/CARE, CalWORKs and RISE programs by developing, reviewing, and implementing systems, standards, programs, policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Complies with Federal, State, County, and District regulations and policies as they pertain to the EOPS/CARE, CalWORKs and RISE programs and other grant programs. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Develops job opportunities for students. Serves as a liaison to community organizations, businesses and industry to promote the CalWORKs program. Assists CalWORKs students, through job development and placement, to enter the workforce at the highest level possible, leading to increased self-sufficiency and individual growth.
- Works closely with the County of Los Angeles GAIN office to ensure compliance with State, Federal TANF (Temporary Aid to Needy Families) regulations, and County of Los Angeles requirements. Attends monthly required County meetings.
- Works closely with college programs including, but not limited to Tutoring, Career Services, Transfer Center, Counseling, Admissions, DSPS in the development and implementation of a networked system of support and services for educational effectiveness and operational efficiency; ensures the enhancement of student access to EOPS/CARE, CalWORKs and RISE services, including coordinating and directing the intake, eligibility, and student application functions; plans and supervises the EOPS/CARE, CalWORKs and RISE summer orientation programs.
- Works cooperatively with Financial Aid Office in providing aid for eligible students.
- Maintains and encourages effective communication with EOPS/CARE, CalWORKs and RISE staff by holding regular staff meetings; provides information to staff about issues, programs and practices affecting the College and the programs.
- Directs and participates in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to departmental services, students, projects, programs, personnel, financial activities, and assigned duties; ensures mandated reports are submitted to appropriated

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governmental agencies according to established timelines.

- Attends and participates in professional group meetings, including required monthly, quarterly or annual meetings for EOPS/CARE, CalWORKs and RISE at the State and County level, and various District committees, advisory groups, and regular meetings of the Student Services division and managers.
- Ensures the validity of student eligibility for CalWORKs students through the county GAIN system, regularly contacts County GAIN office to ensure information and services to CalWORKs students.
- Supervises the awarding process of EOPS/CARE, CalWORKs and RISE book vouchers, parking permits, incentives, and other required supplies.
- Initiates and coordinates job readiness workshops and enrichment activities to provide College wide support for CalWORKs students.
- Responsible for handling student personal, program and staff related complaints and resolving conflicts regarding student eligibility, acceptance, and utilization's of programs.
- Conducts and reviews exit processes for student who are no longer eligible for services.
- Oversees and insures the accuracy of MIS and other state reports including all year end summaries of EOPS/CARE, CalWORKs and RISE and other grants program accomplishments.
- Ensures that student success is recognized and celebrated.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education

Possession of a master's degree from an accredited college or university.

Experience

Two (2) years full-time equivalent experience of successful leadership supervising a student support services program at an institution of higher education.

Please copy and paste below link to browser for further details and complete job announcement:

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EQUAL EMPLOYMENT OPPORTUNITY

The Santa Clarita Community College District is committed to employing qualified administrators/managers, faculty, and staff members who are dedicated to student learning and success. The Board recognizes that diversity in the academic environment fosters awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates. The District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical



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condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

APPLICATION AND SELECTION PROCESS:

Applicants are encouraged to complete their applications online at <https://www.canyons.edu/administration/humanresources/>.

If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 5 weeks following the Review Date as to the status of their application.

It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

EEO/AA Policy

EOE

Contact Information

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

Contact