

**Program Specialist, EOPS**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=250938>

Downloaded On: Dec. 31, 2024 9:21pm

Posted Dec. 27, 2024, set to expire Jan. 26, 2025

<b>Job Title</b>	Program Specialist, EOPS
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Dec. 27, 2024
<b>Application Deadline</b>	02/02/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5891862">https://apptrkr.com/5891862</a>
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<b>Job Description</b>	

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**Program Specialist, EOPS**

**Closing Date: 02/02/2025**

**Definition:**

The Department of Extended Opportunity Programs and Services (EOPS) is seeking a talented individual to fill the position of EOPS Program Specialist.

West Valley College, though just minutes from the heart of the Silicon Valley, is in a beautiful park-like setting on 143 wooded acres. West Valley College was recently designated as a Hispanic Serving Institution and is consistently one of the top transfer schools in the California Community College



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system. Our staff and faculty are among the most qualified in the state and our students appreciate the college for its friendly staff and supportive atmosphere.

### ***EOPS Program Specialist***

Under the direction of the Director of EOPS/CARE/NextUp, the EOPS Program Specialist will support the Director in planning and coordinating student events and activities aimed at improving retention within a diverse student population. This role will take the lead in outreach and recruitment efforts, including delivering presentations both on campus and at off-campus locations.

Key responsibilities include assisting with budgeting, expense tracking, reporting, and research, as well as coordinating meetings, appointments, and room reservations. Additionally, the EOPS Program Specialist will play a critical role in overseeing Vision Aligned Reporting to the California Community Colleges Chancellors Office (CCCCO).

Applicants who possess the knowledge, skills and life experiences to address the cultural and educational needs of a diverse student population are encouraged to apply.

### **Assignment:**

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of March 2025. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: West Valley College, Saratoga, CA

### **Salary and Benefits:**

Anticipated Hiring Range:

- \$7,462.33-\$8,149.00 monthly (WVMCEA Salary Schedule, Range 64, Steps A-C).

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Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

**Minimum Qualifications:**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Experience: Two years of responsible experience related to specific program area.
- Education: Equivalent to an Associates degree from an accredited college with major coursework in a field related to area of assignment.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

**Desired Qualification:**

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The ideal candidate will also have the following desired qualification(s):

- **Experience in Student Engagement and Retention:** Demonstrated ability to plan and implement programs, events, and activities that support student retention and success, particularly within diverse student populations.
- **Strong Communication and Outreach Skills:** Demonstrated experience in delivering effective presentations to varied audiences, including on-campus classes and off-campus community groups, as part of recruitment and outreach efforts.
- **Proficiency in Budgeting and Financial Tracking:** Familiarity with managing budgets, tracking expenses, and preparing reports related to program funding and financial accountability.
- **Organizational and Administrative Skills:** Skilled in scheduling and coordinating meetings, appointments, room reservations, and conducting research to support program operations.
- **Knowledge of Data Collection and Reporting:** *Understanding of basic data collection, Ability to quickly learn and implement reporting protocols.*

**Knowledge and Abilities:**

Knowledge of:

- Principles, practices, and techniques of budgeting and bookkeeping.
- Methods, procedures and equipment used in office management, including computers and applicable software. Methods and techniques of recordkeeping, data entry, and file maintenance.
- Correct English usage, spelling, grammar, and vocabulary.
- Pertinent federal, state, and district laws, codes and regulations pertaining to assigned program.
- College and district policies and procedures.
- Contracts, curriculum, and other information and documents related to program.
- Basic research methods and techniques.
- Principles and practices of office management.
- Methods and techniques of statistical and data reporting.
- Basic principles and methods of training and interviewing.

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Ability to:

- Recruit, train, and direct the work of student assistants and tutors in the assigned program.
- Interpret, apply, and explain pertinent regulations, policies, and procedures.
- Provide advice and information regarding program processes, regulations, and services.
- Monitor program budgets.
- Plan, organize, coordinate, and implement program activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time.
- Intermittently twist to reach office equipment; perform simple grasping and fine manipulation; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Make oral presentations to individuals or groups.
- Learn and explain application procedures and eligibility requirements of assigned program.
- Serve as an advocate for program participants.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others

**Examples of Duties and Responsibilities:**

Duties may include, but are not limited to, the following:

- Plan, coordinate and schedule program-related services, activities, events, and meetings.
- Plan, prepare, edit and proofread a variety of materials such as contracts, course outlines, correspondence, requisitions, student records, timesheets, statistical and annual reports, and program guidelines, policies, and procedures.

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- Provide information and assistance to students, district faculty and staff, and community members and/or outside groups regarding program operations, activities, and eligibility.
- Serve as initial point of contact for program participants; provide support and advice to students regarding program processes and regulations, and make referrals to appropriate campus and community resources as necessary; assist with problem solving and selecting appropriate solutions.
- Communicate with instructors, vendors, and suppliers regarding program facilities, supplies and equipment; maintain supply inventory; monitor and report needed equipment repairs.
- Create program marketing materials; participate in recruitment and outreach events.
- Recruit, select, train, evaluate, and direct the work of student workers and/or contract employees; may review proposals and negotiate terms with contract employees.
- Monitor and analyze data and prepare various financial and narrative reports; may monitor program budget.
- Evaluate the completeness of student applications for assigned programs; coordinate program intake processes; assure compliance with program-related regulations; communicate with students regarding missing documents.
- Maintain program facilities in a clean and orderly condition; may coordinate custodial and maintenance functions with district staff; may adjust and perform maintenance or minor repairs to equipment as needed.
- Make recommendations, place orders, and maintain records for the purchase of office equipment and supplies; prepare and process a variety of contracts, purchasing requests, and invoices; receive and store supplies.
- Communicate and coordinate with district and department managers, faculty, and staff to provide information on program services; may assist with development of program policies and procedures.
- Organize and maintain extensive and confidential databases, records, and student files for assigned program.
- Interpret, articulate, and disseminate information on applicable laws and regulations to students and administrators.
- May function as office manager.
- May participate in and/or serve on various program-related district and outside committees, as assigned.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

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**Working Conditions:**

**Other Duties:**

**Application Information:**

**Physical Demands:**

**Applicant Information:**

**APPLICATION INFORMATION:**

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

**ABOUT TRANSCRIPTS:**

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body

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recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.

- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- Encrypted, secured, or password-protected attachments cannot be uploaded.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: [jobs@wvm.edu](mailto:jobs@wvm.edu)

### **Selection Process:**

### **SELECTION PROCESS INFORMATION:**

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.



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- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The District **DOES NOT** provide visa sponsorship.

**EEO STATEMENT:**

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**Special Instructions to the Applicant:**

**Posting Number:** FY22/23-243FT

**Open Date:** 12/23/2024

**Close Date:** 02/02/2025

**Open Until Filled:** No

**For more information on this position and to apply, please visit our website at the following link:**

[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

**Contact Information**



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

**Contact**

N/A

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