

Assistant Director, EOPS/CARE and CalWORKs  
(Restricted Funds)  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=229560>

Downloaded On: May. 9, 2024 4:10am

Posted Jan. 26, 2024, set to expire Jul. 1, 2024

<b>Job Title</b>	Assistant Director, EOPS/CARE and CalWORKs (Restricted Funds)
<b>Department</b>	
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Jan. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Student Affairs
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**Job Description**

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**Assistant Director, EOPS/CARE and CalWORKs (Restricted Funds)**

**Position Number:** CM-114-2024

**Department:** CalWORKs

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Monday-Friday 8:00AM-5:00PM

**Salary Range:** M-13

**Salary:**

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M-13Steps 1 - 6: \$138,588 - \$160,661 annually

**Shift Differential:** Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 01/24/2024

**Initial Screening Date:** 02/26/2024

**Open Until Filled:** Yes

**Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.

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- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

**Basic Function/Overview:**

**ABOUT THE DEPARTMENT:** The EOPS/CARE, NextUp/REACH & CalWORKs Department serves the State's most underserved and underrepresented student populations. **EOPS** provides over and above personalized ongoing comprehensive support services to historically underrepresented and low socioeconomic students to increase their sense of belonging, self-efficacy and awareness of opportunities to help students achieve their academic and personal goals. **CARE** is a supplemental component of EOPS that specifically assists EOPS students who are single heads of welfare households with young children, by offering supportive services so they can acquire the education, training and marketable skills needed to transition from welfare-dependency to employment and eventual self-sufficiency for their families. **CalWORKs** provides educational/training assistance to student-parents who are receiving TANF. The program assists students in entering the workforce at the highest level possible, leading to increased self-sufficiency and individual growth.

**POSITION OVERVIEW:** This is a management classification that oversees and directs all CalWORKs activities, including managing **full-time staff and faculty**. In addition, in the absence of the director, the Assistant Director of EOPS/CARE & CalWORKs will also be responsible for overseeing the EOPS/CARE Team which consists of 4 Full-Time Counselors, 12 Adjunct Counselors and 6 FT Classified staff members. This position provides assistance to management in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy, College functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas.

**DEFINITION:** Under administrative direction, assists in planning, organizing, managing, and providing administrative direction and oversight for major functions and activities of the Extended Opportunities

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Program & Services (EOPS), Cooperative Agencies Resources and Education (CARE), and California Work Opportunity and Responsibility to Kids (CalWORKs), including counseling, educational peer advising, financial aid, program application, and direct aid; coordinates and directs communications, services, resources, and information to meet student needs and ensure smooth and efficient program activities; coordinates assigned activities with other College divisions and departments, officials, and outside agencies; provides highly responsible and complex professional assistance in areas of expertise to the Division of Student Services. The incumbent may act as the department director in their absence.

**SUPERVISION RECEIVED & EXERCISED:** Receives administrative direction from the assigned managerial personnel. Exercises general direction and supervision over professional, technical, and administrative support staff.

**CLASS CHARACTERISTICS:** This is a management classification that oversees, directs, and participates in EOPS/CARE and CalWORKs activities, including planning, development, and administration of departmental policies, procedures, and services. This position provides assistance to management in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy, College functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other divisions, departments, and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines.

**Essential Duties/Major Responsibilities:**

1. Manages the daily operations of the CalWORKs programs, services, and activities, including recruitment and outreach, orientation, assessment, counseling and advisement, financial aid, tutorials and special workshops, transfer assistance, educational plans, grants, direct aid, supplies, club activities, priority registration, letters of recommendation, scholarships, crisis intervention, legal assistance, case management, single parent classes, advocacy activities, award ceremonies, and basic needs resources and referrals.
2. Assists with developing, directing, and coordinating the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within College policy, appropriate budget, service, and staffing levels.
3. Assists with managing and participating in the development and administration of the department's programmatic budgets and related grants; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements adjustments as necessary.
4. Assists with the selection, training, motivation, and direction of department-assigned personnel; evaluates and reviews work for acceptability and conformance with department standards,

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including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.5. Conducts faculty review, including the evaluation process; provides consultation and technical expertise to faculty concerning department operations and activities; provides detailed and technical information concerning department programs, services, curriculum, and courses.6. Coordinates department programs, services, and communications with faculty; responds to difficult and sensitive faculty inquiries and complaints and assists with resolutions and alternative recommendations.7. Contributes to the overall quality of the departments service by developing, reviewing, and implementing systems, standards, programs, policies, and procedures to meet legal requirements and College needs; 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.8. Collaborates with College personnel and administrators 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 CalWORKs and EOPS/CARE services, including coordinating and directing the intake, eligibility, and student application functions.9. Plans and oversees a variety of student activities and events; establishes and maintains relationships with various on-campus student groups; develops and establishes program-specific student groups and clubs.10. 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 governmental agencies according to established timelines.11. Monitors changes in laws, regulations, and technology that may affect College or departmental operations; implements policy and procedural changes as required.12. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects.13. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.14. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).15. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.16. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.17. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.18. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.19. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.20. Performs other related duties as assigned consistent with the scope of the position.

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**Other Duties:**

**Knowledge Of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, antiracist, and accessible academic and work environment. 2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures. 3. Budget development, administrative principles and practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs. 4. Principles, practices, theories, and methods of planning, organizing, and directing CalWORKs and EOPS/CARE programs, services, operations, and activities. 5. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility. 6. Technical practices, procedures, and techniques involved in the processing and verification of student applications and determination of student eligibility. 7. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures. 8. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations. 9. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility. 10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations. 11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

**Skills and Abilities:**

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff. 2. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment. 3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments. 4. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy. 5. Identify, develop, and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas. 6. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner. 7. Select, train, motivate, and evaluate the work of staff and train staff in work procedures. 8. Effectively represent the College and the department in meetings with various



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educational, business, professional, regulatory, and legislative organizations.9. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.10. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.11. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.12. Communicate effectively through various modalities.13. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Qualifications/Education & Experience:**

1. Equivalent to a masters degree from a regionally or nationally accredited college or university with coursework in counseling, rehabilitation counseling, educational counseling, or a related field; and2. Three (3) years increasingly responsible experience working with special populations.

**Equivalencies:**

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

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

**Physical Demands:**

Must be able to work in a standard office setting and use standard office equipment, including

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technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**Hazards:**

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

**Special Notes:**





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A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

**DO NOT** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

**Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials

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are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11437>

**Contact Information**

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

**Contact**

N/A

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