EOPS/CARE Program Specialist
Copper Mountain College

Direct Link: https://www.AcademicKeys.com/r?job=235146
Downloaded On: May. 19, 2024 1:01am
Posted Apr. 24, 2024, set to expire Aug. 21, 2024

Job Title	EOPS/CARE Program Specialist
Department	Student Services
Institution	Copper Mountain College
	Joshua Tree, California
Date Posted	Apr. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs
Apply Online Here	https://apptrkr.com/5204837
Apply By Email	
Job Description	

Image not found or type unknown

EOPS/CARE Program Specialist

Salary: $46,124.03 - $69,719.49 Annually
Job Type: Full-Time
Department: Student Services
Closing:
Location: Joshua Tree, CA
Job Number: 2024-04-23EOPSPS

EOPS/CARE Program Specialist
Copper Mountain College

Position Description

Under general supervision of the assigned Dean, perform complex and specialized administrative functions in support of the EOPS/CARE program; prepare and disseminate information on the program; interface with prospective and current students; provide support and assistance to program academic staff; evaluate and verify student eligibility for program services; maintain confidential student records; collaboration with local San Bernardino County offices; track and maintain statistical data for Federal, State, and District reports; assist program coordinator to ensure effective operations in compliance with standards and procedures.

Please remember to attach your resume, unofficial transcripts, and a letter of interest or your application packet may not be considered.

This is a 12 month, 40-hour per week position.

Duties and Responsibilities

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of a community college environment.
- Perform a variety of complex administrative tasks such as preparation of correspondence, reports, handbooks, forms, requisitions, and other materials. Disseminate information to student in person and/or telephone, provide information and materials by email to students, staff, faculty, administrators, and members of the public.
- Review documents, records, and forms for accuracy and completeness. Evaluate student program applications submitted to determine eligibility for participation in accordance with established State requirements and regulations. Compose routine correspondence independently or from verbal direction.
- Facilitate communications and coordinate activities between the program coordinator, staff, local county offices, public and other CMC personnel.
- Greet students, staff and the public in person or by telephone in a pleasant and helpful manner and to disseminate current and up-to-date program information.
- Ensure appropriate supplies, equipment and services are provided to students in accordance with program requirements. Order and maintain program supplies.

- Arrange for and process paperwork for instructional support services, such as tutors, readers, note takers or mentors.
- Process and monitor the EOPS and CARE Book Services Program in collaboration with CMC Bookstore and the Financial Aid Office.
- Student data entry into District MIS database; perform queries to determine the units completed success fully or enrolled by student and calculate GPA. Distribute and collect Student Progress Reports.

Maintain and prepare statistical reports in an accurate and timely fashion in compliance with federal and state requirements, including MIS.

Qualifications

Education and Experience: Any combination of education and experience equivalent to one (1) year college coursework, such as Psychology or Sociology, and three (3) years responsible experience in secretarial or clerical support, including public contact and record keeping duties. Prefer public contact experience serving a diverse client population. Community college experience preferred.

Knowledge of: Public service reception and intake; program organization, policies and services; learn to interpret and explain College and EOPS/CARE regulations and auditing guidelines; modern office practices and equipment; computers and software programs; record keeping and filing techniques; communicate effectively orally and in writing.

Ability to: Learn perform secretarial and clerical work with speed and accuracy; type accurately at 40 wpm; learn to interpret and apply District, state and federal rules, policies and laws; operate a variety of office equipment and operate program equipment; plan and organize work; meet timelines and schedules; understand and follow oral and written direction; basic tutoring techniques.

Supplemental Information

- Vision sufficient to read computer screens and handwritten and printed documents.
- Bending and reaching to obtain or replace files and records.
- Must be able to sit and stand for long periods of time.
- Speech and hearing to communicate in person or by telephone.
- Manual dexterity sufficient to use a variety of office equipment, computer keyboards and manipulate paper.

Able to lift supplies and materials up to 15 pounds.

EOPS/CARE Program Specialist
Copper Mountain College

Required Attachments:
In order for your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:
First consideration will be given to candidates who apply by **May 21, 2024.** Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement
Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit https://www.schooljobs.com/careers/cmccd/jobs/4479790/eops-care-program-specialist

EOPS/CARE Program Specialist
Copper Mountain College

jeid-733f977eaf629c4282b516cad1f8cc3b

Contact Information

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

Contact

Student Services
Copper Mountain College

,