

**Assistant Director, Extended Opportunity
Programs and Services (EOP&S)
Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

Under the direction of the Director, Extended Opportunity Programs and Services (EOP&S), the Assistant Director will direct and coordinate the activities of the EOP&S/CARE department. Provide complex and responsible administrative assistance to the Director.

Examples of Duties

1. Assist in the administration of the EOP&S/CARE office, recommend goals and objectives, and participate in the development of policies and procedures.
2. Direct the EOP&S/CARE Program in the absence of the Director.
3. Prioritize, organize, and assist in directing the work of EOP&S/CARE staff, prepare work schedules, and train new staff.
4. Prioritize, organize, and direct the work of EOP&S/CARE student assistants, prepare work schedules, and train new student assistants.
5. Assist in ensuring compliance and accuracy within State policy regulations, monitor compliance with department guidelines, and recommend improvements and adjustments to inconsistencies or errors in work products.
6. Participate in recommending the appointment of personnel, provide and coordinate staff training, work with employees to correct deficiencies, and implement discipline procedures.
7. Assist in coordination of EOP&S/CARE services to students to include program intake and orientation, counseling and advising, peer mentoring, transfer assistance, and follow-up activities.
8. Serve on advisory committee meetings and negotiate and recommend appropriate determination of student eligibility related to compliance and regulation.

Examples of Duties (continued)

9. Maintain effective student databases for the EOP&S/CARE Programs.
10. Conduct EOP&S/CARE workshops for College students and provide direct, in-depth information to potential applicants.
11. Advise students in matters related to EOP&S/CARE, Book Vouchers and Grants and explain application procedures, regulations, and policies.
12. Counsel students to resolve problems or conflicts and assist staff in determining confrontation-reduction techniques.
13. Participate in budget preparation and administration, prepare cost estimates for budget recommendation, submit justifications for expenditures, and monitor and control expenditures.
14. Participate in submitting annual program plan and budgets to the state Chancellor's Office.
15. Monitor student enrollment and academic progress to determine continued eligibility, inform students of denial or approval of EOP&S eligibility, inform students if placed on probation, suspension, or if they have been terminated from the EOP&S/CARE Program.
16. Attend EOP&S/CARE workshops as required. Represents the EOP&S/CARE Program at student services council and Region V meetings as required.
17. Work closely with the financial aid office regarding the awarding of grants and services to EOP&S/CARE.
18. Perform related duties as assigned.

Qualifications

- Bachelor's degree from an accredited college/university, preferably in the Social Sciences or related field (Equivalent: Associate degree and four years of related experience)
- Three years of increasingly responsible experience in a college student services program in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages or has comparable experience working with disadvantaged clientele.

Qualifications (continued)

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable Qualifications

- Master's degree, preferably in Counseling, Guidance, Social Science or related field.

Knowledge and Abilities

Knowledge of:

- Community college rules, regulations, policies and procedures pertaining to EOP&S/CARE.
- Campus policies and procedures relating to Student Services Programs.
- State rules and regulations pertaining to the EOP&S/CARE application process and eligibility.
- California community college mission and philosophy.
- Training, supervision, and practices of office management.
- Principles of providing work direction and guidance.
- Database tracking methods.
- Budgeting procedures and techniques.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and equipment.
- Basic principles and practices of fiscal, statistical and administrative research, and report preparation.

Ability to:

- Interpret and apply State rules and regulations pertaining to the EOP&S/CARE Program.
- Organize, direct, and implement a comprehensive student peer mentor group.
- Prepare and deliver presentations pertaining to EOP&S/CARE.
- Determine EOP&S/CARE recipients.
- Provide work direction and guidance to assigned staff/student assistants.
- Prepare and administer a budget.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work cooperatively with other departments, offices, students, and outside agencies.
- Perform responsible and difficult technical work involving the use of independent judgment and personal initiative.
- Operate a computer and applicable software.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is a managerial/supervisory position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)