

ASSOCIATE DEAN, EOPS

DEFINITION

This position involves supervision of the Extended Opportunities Programs and Services (EOPS) functions. Responsible for handling recruitment, counseling, financial aid, student diversity, and staffing to address program goals and services.

SUPERVISION RECEIVED AND EXERCISED

Supervision received by the Vice-President of College Services.

EXAMPLES OF DUTIES

Manages the daily operation of the programs and services offered and will supervise the staff assigned to perform EOPS activities.

Ensures the EOPS Advisory Committee functions appropriately.

Prepares an annual budget that maintains the same dollar level of services supported with non-EOPS funds.

Determines EOPS student eligibility.

Awards EOPS grants.

Develops the EOPS Contract Plan.

Participates in the student services cabinet of the Vice- President of College Services.

Serves as a member of the College Matriculation Advisory Committee.

Develops and completes all documentation required, by the Chancellor's Office of the California Community Colleges.

Attends the Region 7 EOPS Coordinator meeting at various times throughout the academic year.

Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

Community College student outreach, orientation, and registration services.

Community College student assessment practices.

Community college student transfer and career employment services.

Community college student application and procedures for student financial aid.

Ability to:

Counsel and advise students with EOPS characteristics.

EMPLOYMENT STANDARDS

Minimum Requirements:

The minimum qualifications for an Instructional Administrative position include:

(a) possession of a Masters Degree

(b) one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment which may, but need not be, concurrent with the required full time service.

Possession of a Community College Supervisor Credential may take the place of the above minimum requirements.

The applicant must have, within the period 1983.90, two years of full time experience or the equivalent:

(a) In the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with Ethnic minorities or persons handicapped by language, social or economic disadvantage or,

(b) As a Community College EOPS Counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.

(c) Shall have completed a minimum of six units of college-level course work predominantly, relating to Ethnic minorities or persons handicapped by educational, language, or social disadvantages.

Desirable:

Instructional experience with community college student development and study skills courses.

Experience with community Advisory Boards or committees.