

SENIOR EOPS SPECIALIST

CLASS SUMMARY

Under general direction, coordinate, implement and manage all aspects of department finances and updating the electronic database and MIS system; required to exercise some independent judgment; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Collect data for statistical purposes, identify and resolve inconsistencies to produce detailed state mandated documentation and reports; assist in the supervision of collecting data and the maintenance of detailed student records; implements program policies according to regulations provide training and technical support for staff; recommends and maintains EOPS/CARE software; responsible for maintaining and troubleshooting EOPS electronic scheduling system; coordinate installation of upgrades of hardware and software systems; maintain and update department web pages; ensures required approvals and proper processing of final documents district wide for EOPS students. Monitor accounts: manage expenditures, analyze monthly budget reports and advise Associate Dean on changes and transfers; set up new accounts, organize invoices and prepare purchase orders; prepare correspondence and meeting minutes, create flyers, program brochures and other marketing pieces; assists in the development and maintenance of letters and forms for correspondence with students; coordinates and combines the rollover of files from semester to semester and year to year; serves as EOPS liaison to ITS to develop reports as mandated by state law; responsible for analyzing data to produce accurate state and institutionally mandated reports; assumes responsibility for the collection, documentation and maintenance of book voucher database; trains clerical and student workers on software applications; oversee and direct student workers; assists in advising EOPS students regarding financial aid availability; serves as liaison to the Financial Aid Office in the application of PowerFaid system. Creates flyers, program brochures and marketing pieces.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, education and experience equivalent to an Associate in Arts degree with some college course work in computer information systems and two years experience working with management information systems and computer applications.

SENIOR EOPS SPECIALIST CONT'D

Knowledge and Abilities

Good Knowledge of: The principles of record keeping and the ability to devise record keeping and reporting systems; data processing procedures and applications; record checking; office methods, procedures and equipment; basic research and data collection methods; written and spoken English.

Ability to: Coordinate and organize a wide variety of material from many different sources; plan and complete assignments with a minimum of supervisory direction; plan and organize work to meet deadlines; work cooperatively with a variety of people and serve as liaison to various college programs district wide; effectively communicate with students; learn, read and interpret regulations and policies regarding the EOPS program as well a related college and state reporting protocol and procedures; train and direct the work of a student assistants.

Knowledge of: Modern office equipment including personal computer usage.