

**EDUCATIONAL OPPORTUNITY PROGRAM AND SERVICES ASSISTANT**

**DEFINITION**

To assist in the performance of duties in the development and implementation of special programs to encourage the enrollment and retention of economically disadvantaged and minority students.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an educational manager.

May exercise technical or functional supervision over hourly classified and student employees.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Assist in the development of the annual Educational Opportunity Program and Services (EOPS) annual project plan and budget applications; monitor office operations.

Maintain and compile data for statistical reports, student data reports, claims, extensions or material requested by District and State Chancellor's Office.

Assist in arranging and scheduling in-service training for EOPS personnel and staff.

Assist in development of EOPS support programs; assist in program research appropriate to the operation of the EOPS Program.

Assist EOPS Director in working with community and college committees.

Receive and process applications for EOPS support services such as book grants, EOPS work/study employment, cultural awareness programs, and tutorial assistance for students seeking tutorial services.

Establish and maintain EOPS eligible students records and services provided; make referrals of EOPS and Learning Center tutees regarding campus-related support services.

Conduct and assist in the recruitment of EOPS students; assist in the recruitment of tutees.

Provide "peer" counseling to EOPS students.

Maintain general correspondence and EOPS files; answer telephone; provide EOPS and financial aid information; type material of a confidential nature.

Process mail, expense claims, and purchase supplies.

Attend meetings and conferences as required.

Perform related duties as assigned.

(Over)

**MINIMUM QUALIFICATIONS**Knowledge of

Current policies and procedures of the EOPS and Learning Center Programs designed for EOPS students.  
Basic understanding of the tutoring program procedure, particularly working with the disadvantaged.  
General college classroom procedures and requirements.  
General needs and behavior of students with ethnic and economic disadvantages.  
Use of computer terminal and printer.

Skill to:

Assist students in understanding and applying for EOPS services.  
Train and supervise student assistants.  
Perform clerical work of average difficulty.  
Type accurately at a speed sufficient to successfully perform required duties.  
Communicate effectively and tactfully in both oral and written form.  
Understand and carry out oral and written directions.  
Operate various business machines including a typewriter, calculator, copy machine, personal computer, and computer terminal and printer.  
Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience performing duties in an EOPS or similar program that includes tutorial assistance.

Training:

Equivalent to completion of the twelfth grade supplemented by college level courses in human services, counseling, or a closely related field.