

EOPS ELIGIBILITY CLERK

DEFINITION

Under direction, to assist in the performance of a variety of duties related to administering support services to eligible disadvantaged students; and to perform technical and clerical tasks in the maintenance and documentation of EOPS information.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager.

EXAMPLES OF DUTIES

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

Provide information, applications, and assistance to students regarding EOPS financial aid grants, work-study jobs, and other support services.

Review EOPS applications for completeness. Secure additional information from students as necessary.

Determine eligibility of students according to state regulations.

Coordinate with the Financial Aid and Admissions Office for verifying the enrollment status of potentially eligible students; perform audit and review follow-up activities related to the academic progress and continuing eligibility of documented eligible students.

Award grants and work-study allocations. May interview, select and refer eligible students for job placement in the work-study program.

Notifies students of check disbursement dates and procedures.

Document EOPS eligibility in financial aid files and input data into the college computer terminal.

Refer students to the appropriate professionals within the EOPS components.

Maintains annual microcomputer files of all aid awarded to students, and support services administered for audit compliance and validation reviews as required by the state.

Assist in compiling statistical data for the annual students served needs survey local report.

Perform a variety of clerical support assignments for the EOPS Office.

Select, train, and supervise student office assistants, and peer advisors, tutors as assigned.

Perform related duties as assigned.

(Over)

MINIMUM QUALIFICATIONSKnowledge of:

Current policies and procedures of EOPS programs and services designed for EOPS students.
Knowledge of basic rules and regulations applicable to state and federal student aid programs.
General needs and behavior of students with ethnic and economic disadvantages.

Skill to:

Learn general college procedures and requirements.
Assist students in understanding and applying for EOPS services.
Type no less than 40 words per minute from clear copy.
Establish and maintain cooperative relationship with those contacted in the course of work.
Operate office machines, including calculator, computer terminal, and personal computer with associated software.
Respond to student inquiries in a courteous, tactful manner.
Prioritize duties and functions while working with frequent deadlines.

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:

Two years of experience in a field which involves relations and contact with students of economically and educationally disadvantaged backgrounds.

Training:

Equivalent to completion of the twelfth grade, supplemented by training in clerical procedures.