**PROGRAM ASSISTANT, EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)**

**Application Deadline: Wednesday, July 15, 2015 4:00 PM**

**POSITION DESCRIPTION**
Under general supervision, perform one or more of the following major functions in a program for underrepresented student population: intake interviewing; coordination of referrals to other on and off-campus services; and community outreach and recruitment. Will direct the work of student assistants/peer advisors. May be assigned to collect, compile, classify, and report a variety of program data.

**RESPONSIBILITIES INCLUDE**
- Conduct intake interviews; determine need for services and/or program eligibility; interpret test results; and make referrals to other on and off-campus programs and services.
- Provide a variety of general guidance to assist students in meeting educational goals; present workshops; assist in student orientation; explain program policies and procedures.
- Establish relationships with high school and community agency personnel for program recruitment purposes; coordinate the development and preparation of promotional materials (includes electronic and social media communication).
- Compile, analyze, process, report, and interpret a variety of student data; prepare a variety of narrative and statistical reports based on student data; maintain and electronically archive current files and records using data management programs.
- Assist in development of program goals, activities, and may monitor budget.
- Maintain and enhance an electronic community resource list for faculty, staff and students.
- May provide clerical assistance when needed.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**
- Any combination of education, training, and experience that provide the required knowledge, skills, and abilities. An example of this would be an associate degree with coursework or experience in social services, and an understanding of the needs and characteristics of educationally and economically disadvantaged student populations.
- Knowledge of the objectives and methodologies of programs designed to assist educationally and economically disadvantaged persons.
- Ability to communicate effectively orally and in writing, establish cooperative working relationships with staff, administrators, faculty, students, and others contacted in the course of performing assigned duties; ability to advise students regarding educational goals.
- Ability to train and direct the work of student assistants and peer advisors.
- Ability to keep accurate records and prepare statistical and narrative reports.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**
- Associate Degree.
- Knowledge of Microsoft Office Suite (Word, excel, Access, Powerpoint) and database management programs.
- Familiarity with EOPS or similar program that works with under prepared/high-risk students.
- Bilingual Spanish-English speaking and writing skills.
- Understanding of the community college population.

**MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW.** Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge, and abilities.

**APPLICATION PROCESS**
Applications must be filled out completely and in detail. The application package must include a District employment application, a resume, and (if you are using your education to meet the minimum qualifications) photocopies of transcripts. Please do not include any additional documents not required in this section.

**SPECIAL CONDITIONS**
- Working hours: Monday - Friday 7:30am - 4:30pm.
- Local travel may be required for recruitment and community relations activities and will require a valid California Driver’s License.

**CONDITIONS OF EMPLOYMENT**
This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 13 of the CSEA Salary Schedule, with a starting salary of Step A, $3,186/month; progresses over time to $4,484/month. Excellent Benefit Package.

Chaffey Community College District is committed to equal employment opportunity.