



## EL CAMINO COLLEGE COMPTON CENTER

1111 East Artesia Boulevard, Compton, CA 90221 · (310) 900-1600 · [www.compton.edu](http://www.compton.edu)

### Job Description

#### Director, Extended Opportunities Programs & Services (EOPS) and Cooperative Agencies Resources for Education (CARE)

**POSITION DESCRIPTION:** Under the supervision of the Dean of Student Services, the Director of EOPS/CARE is responsible for administering the EOPS/CARE program.

#### **Responsibilities/Duties:**

- 1) Plans, organizes, supervises, and implements the EOPS/CARE program, including:
  - a) Development and implementation of the annual EOPS/CARE program plan
  - b) Counseling and Financial Aid services for disadvantaged students
  - c) Interviews potential EOPS/CARE students
  - d) Prepares program publicity, evaluation studies, and annual reports
  - e) Monitors student attendance, academic performance, and educational plans to determine eligibility for continued participation in the EOPS/CARE program.
  - f) Directs staff in planning and implementation of orientations, early registration, book service program, fee deferment, transportation, instructional grants, counseling, EOPS/CARE cultural and social activities, student newsletter and appropriate periodic notices, and other related supportive services.
- 2) Establishes and monitors yearly EOPS/CARE budget
- 3) Prepares EOPS/CARE annual reports and other State and College required reports.
- 4) Administers EOPS/CARE program: staff selection, staff supervision and staff evaluation.
- 5) Gathers and analyzes data in a responsible, logical and accurate manner.
- 6) Collects and coordinates EOPS/CARE student data required by the Chancellor's Office.
- 7) Chairs and conducts staff meetings with EOPS/CARE staff.
- 8) Provides professional development opportunities to EOPS/CARE staff through conference attendance and training workshops.
- 9) Represents program at college, regional, and state levels as appropriate.
- 10) Facilitates EOPS/CARE Advisory Committee functions.
- 11) Works closely with EOPS/CARE counselors.
- 12) Serves as liaison between college departments and EOPS/CARE.
- 13) Develops recruitment plans with the Office of Relations with school and community.
- 14) Serves on college committees to represent, promote and enhance awareness, understanding, sensitivity and support toward EOPS/CARE students.
- 15) Performs other duties and assume other responsibilities as assigned.

#### **MINIMUM QUALIFICATIONS**

- 1) Possession of a California Community College Credential authorizing administrative service at the community college level or
- 2) Possession of a Master's degree from an accredited institution; **AND**
- 3) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

- 4) In addition, the selected candidate must have, within the last four years, two years of 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 disadvantages, or
  - b) As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.
- 5) Completion of a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.
- 6) Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.