

JANUARY 2016
FLSA: EXEMPT
SALARY: GRADE S
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

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

BASIC FUNCTION: Under the direction of the Director, the Assistant Director plans, organizes, and coordinates implementation of the Extended Opportunity Programs & Services (EOPS), Cooperative Agencies Resources for Education (CARE), and foster youth services. The Assistant Director assists with developing policies and procedures that ensure compliance with all state and federal grant and program regulations; provides direct support to students for their retention and persistence at the college; maintains appropriate participant and fiscal records; leads program faculty and staff; monitors budgets; approves all expenditures; and coordinates services with other campus departments

SUPERVISORY RESPONSIBILITIES: Supervises and provides leadership to assigned staff.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Assists with directing, coordinating and operating all aspects of EOPS/CARE and foster youth services including monitoring student progress, offering services as needed.
2. Facilitates new student orientation, information sessions and cultural/leadership development workshops.
3. Hires, supervises, trains, and evaluates program personnel.
4. Develops and monitors program budgets (state categorical and other grants), program plans, year-end reports; and other reports as necessary.
5. Ensures compliance with program policies, procedures, and record keeping requirements related to Title 5 regulations and College/District policies.
6. Plans, organizes, and coordinates the recruitment of potential participants, including the design and development of outreach material and review of participant eligibility and ongoing status.
7. Serves as an internal and external liaison to stakeholders, including high school and community service agencies in order to communicate student opportunities and to obtain information regarding potential EOPS/CARE students.
8. Makes presentations to faculty, staff and administrators to inform them about the services available to students and works with EOPS/CARE advisory committee.
9. Directs and supervises program information sessions, new participant orientations, priority registration, counseling appointments, educational enrichment experiences, tours to four year institutions, and other services provided by the programs.
10. Attends regional, state and national conferences, and technical trainings, state activities to promote the community college movement and participates in Region IX EOPS/CARE director coordinator groups.
11. Performs other related responsibilities as assigned.

EDUCATION: Master's degree in education, leadership, counseling, psychology, social work, career development or a closely related field is required. Must have a minimum of six units of college-level coursework; predominantly relating to ethnic minorities or person handicapped by educational, language or social disadvantage. Degree must be from an accredited institution.

EXPERIENCE: Must have, within the last four years, two years of experience or the equivalent (a) in the management, administration, or coordination 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 disadvantage clientele. A minimum of two years as a manager or administrator responsible for the supervision and evaluation of classified staff or faculty is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None

KNOWLEDGE OF:

- State and local EOPS/CARE programs and associated regulations and guidelines;
- Staff and organizational development models;
- Active-learning strategies;
- Community college associate degree, certificate, and transfer requirements.

ABILITY TO:

- Interact with students from diverse educational and socio-economic backgrounds, including students with disabilities, effectively are required.
- Demonstrate leadership, interpersonal, written and oral communication, problem solving, organizational, and presentation skills.
- Understand the affective, cognitive, and social needs of the target population.

CONTACTS: Peers, supervisor, administrators, faculty, staff, governmental agencies, and public.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.