
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

POSITION: EOP&S/CARE SPECIALIST
DEPARTMENT: EOP&S/CARE DEPARTMENT
FINAL FILING DATE: FRIDAY, SEPTEMBER 19, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE
SALARY: \$2771 - \$3040/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$3842/MO.)
COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the Assistant Director of the Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE), coordinate and direct daily support services on and off-campus for low-income and non-traditional students; provide personal, vocational and academic information and advice; assist with program development, planning and implementation.

REPRESENTATIVE DUTIES:

- Develop and implement programs and services to recruit and retain program participants; participate in the evaluation of program effectiveness and prepare necessary reports. (E)
- Participate in the monitoring of the allocation and expenditure of funds for program services such as tutoring, counseling, recruiting and allocating financial grants and loans. (E)
- Provide assistance to students in identifying and developing educational, career and vocational needs and goals. (E)
- Explain program services to students, staff, other schools and community agencies. (E)
- Develop in-service programs and activities to promote instruction, develop awareness of participants' needs and improve communications; conduct workshops and training sessions. (E)
- Review and analyze applications and make decisions regarding eligibility status. (E)
- Assist students in completing forms; arrange placement exams as necessary; receive and process applications; conduct workshops on the completion of required forms; specify referral of eligibility for awarding of funds. (E)
- Consult with faculty regarding appropriate placement of students, monitor student progress & provide tutor assistance as needed. (E)
- Maintain program records; gather and provide program data for inclusion into special reports. (E)
- Provide personal, financial, academic, career and vocational advice to program students as necessary. (E)
- Assist in the coordination and administration of the CARE Program and complete required reports; assist with determining eligibility and assisting students in the program. (E)
- Recruit students on campus, at high schools and community agencies and groups and on special family nights; make presentations; interview students and inform students and parents of the EOPS Program. (E)
- Recruit, assist in the selection of, train & provide work direction to Peer Counselors, Tutors & Office Assistants. (E)
- Assist in the planning, organizing, supervising and evaluation of the College EOPS/CARE operations, programs and services; coordinate programs with College and outside agency staff and supervise the work of the program. (E)
- Write and edit a comprehensive newsletter regarding EOPS/CARE and related programs and services and distribute to colleges, agencies and individuals as required. (E)
- Participate in a variety of EOPS/CARE & related advisory committees; participate in a variety of related on & off campus meetings; attend EOPS/CARE related professional meetings & workshops as approved. (E)
- Maintain current knowledge of rules, regulations and guidelines related to EOPS/CARE programs; assure compliance with rules and regulations; analyze new or proposed legislation for possible impact on the programs.
- Provide leadership and guidance for student clubs and activities.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Methods and practices of record-keeping and reporting.
- EOPS/CARE Program requirements, guidelines, goals and objectives.
- Interviewing techniques.
- Fundamentals of College procedures and services applicable to EOPS/CARE students.

ABILITY TO:

- Coordinate and direct daily support services on and off-campus for low-income and non-traditional students.
- Provide personal, vocational and academic information and advice.
- Assist with the planning, organization, supervision and evaluation of EOPS/CARE Program operations and services.
- Analyze, interpret, apply and explain policies and procedures.
- Learn and interpret laws, rules, regulations and policies related to EOPS/CARE.
- Interview effectively and obtain relevant facts.

- Make presentations to groups.
- Organize and assemble data and prepare reports.
- Relate to students from various cultural backgrounds of the community.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Train and provide work direction to others.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE: Any combination equivalent to: associate's degree in social services, psychology or closely related field and two years of experience working with disadvantaged students in a college student services program.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.
- Constant interruptions.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Lifting light objects.

REQUIRED DUTIES: Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **FRIDAY, SEPTEMBER 19, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED NOR EMAILED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

