



## Position Description

<b>Position:</b> EOP&S/CARE Supervisor	<b>Position Number:</b> 457501
<b>Department:</b> EOP&S/CARE/CalWORKS	<b>FLSA:</b> Exempt
<b>Reports to:</b> Director of EOP&S/CARE/CalWORKs	<b>Salary Range:</b> 7

### Summary

Under the general direction of the director of EOP&S/CARE/CalWORKs, the position of EOP&S/CARE supervisor plans, organizes, supervises and maintains the day-to-day operations of the Extended Opportunity Programs and Services (EOP&S) program as related to educationally and economically disadvantaged persons in accordance with Title 5 regulations. Plans, organizes, supervises and maintains the day-to-day operations of the Cooperative Agencies Resources for Education (CARE) as it relates to EOP&S eligible students, who are also single parents, heads of household, receiving TANK/CalWORKs and have at least one child under the age of 14, in accordance with Title 5 regulations.

### Essential Duties and Responsibilities

- Plan, organize, supervise and maintain EOP&S services.
- Plan, organize, supervise and maintain CARE services.
- Plan, organize and supervise daily operations and activities of the department to include establishing work schedules and assignment of duties to ensure the effective and efficient operations of the department.
- Coordinate and supervise the following components as they relate to EOP&S and CARE: outreach and recruitment, peer advising, student eligibility, Summer Bridge, new student orientations, CARE mini-conferences and CARE Informative Meetings, and special event activities such as CARE winter workshops and spring EOP&S/CARE recognition ceremony.
- Train, supervise and evaluate assigned staff.
- Coordinate the development and maintenance of records to assist in the preparation of periodic and annual reports.
- Assist with the maintenance of department budget expenditures according to Title 5 Regulations and established guidelines.
- Coordinate the preparation of all relevant program literature.
- Perform related duties as assigned.

### Qualifications

#### **Knowledge, Skills, and Abilities**

- Knowledge of Title 5 regulations as they pertain to EOP&S and CARE.
- Knowledge of modern office equipment and computer applications.
- Knowledge of EOP&S database.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.



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- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Network and establish effective relationships with other campus staff, departments and off-campus community organizations and services relevant to EOP&S/CARE students.

### **Physical Abilities**

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

### **Education and Experience**

- Possession of a bachelor's degree, preferably in social/behavioral sciences or human services.
- Minimum three years of leadership experience, preferably in a school or college environment.

### **Licenses and Certificates**

- May require a valid driver's license.

### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.