

<b>Position:</b> EOPS/CARE Technician	<b>Position Number:</b>
<b>Department/Site:</b> Student Affairs	<b>FLSA:</b> Non-Exempt – (Classified CSEA)
<b>Reports to:</b> Director, dean, or other administrator in assigned area	<b>Salary Range:</b> 18

**BASIC FUNCTION:**

Under the direction of the Director of Student Affairs or other assigned administrator, performs a variety of technical duties necessary to serve the students enrolled in EOPS (Extended Opportunity Programs & Services), the CARE (Cooperative Agencies and Resources to Education) Program, and CalWORKS to assist in the transition from welfare to independence.

**REPRESENTATIVE DUTIES:**

Coordinate with on-campus and off-campus programs to assist students in the transition from welfare to independence.

Monitor EOPS and CARE student progress toward educational goals (AA degree, transfer, job out, etc.)

Prepare and maintain reports, files, records, and correspondence related to programs.

Verify annual eligibility of currently enrolled students to

Modern office methods, practices & procedures  
Hartnell College services and procedures  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Applicable computer operation and software.  
Record-keeping techniques.

**ABILITY TO:**

Learn, understand and interpret EOPS/CARE/CalWORKS regulations and reporting requirements.

Interpret and explain rules, regulations, procedures, policies, and services to student participants.

Operate a computer to enter data, maintain records, and generate reports.