

- x Participate in recruitment and outreach activities to increase enrollment of potential EOP&S and CARE students.
- x Facilitate communication between EOP&S, Hartnell academic divisions and student services departments, service area high schools and local colleges and universities.
- x Train and provide work direction and guidance to student assistants; assist in the hiring process of student peer advisors and clerical assistants.
- x Attend and represent EOP&S at various meetings as assigned.
- x Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- x Rules, regulations, requirements and restrictions related to EOP&S, CARE and other assigned student services programs.
- x Program organization, operations, policies and objectives.
- x California Board of Governor's Grant (BOGG) program including policies, rules and regulations.
- x Interpersonal skills using tact, patience and courtesy.
- x Interviewing and advising techniques.
- x Methods and terminology of budget and administrative record keeping.
- x Operation of a computer and related software.

ABILITY TO:

- x Perform a variety of specialized administrative and student services duties in support of EOP&S, CARE or other assigned program.
- x Interpret and communicate complex rules, regulations, policies and procedures effectively.
- x Advise, counsel and interview students regarding EOP&S and CARE programs.
- x Understand and follow oral and written directions.
- x Analyze situations accurately and adopt effective course of action.
- x Establish and maintain effective working relationships with others.
- x Meet schedules and timelines.
- x Work cooperatively with others.
- x Work independently with little direction.
- x Work effectively with frequent interruptions.
- x Train and provide work direction to others.
- x Maintain records and prepare reports.
- x Operate a computer and other office equipment.

EDUCATION AND EXPERIENCE:

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Any combination equivalent to: Associate's degree and three years of increasingly responsible experience in a student services or related program including at least two years with multi-ethnic educational programs or agencies.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended lengths of time.
Bending at the waist or kneeling to file and retrieve records.
Lifting, carrying, pushing, or pulling moderately heavy objects.
Seeing to read various materials.