Cabrillo College

EOPS OUTREACH SPECIALIST

DEFINITION

Under direction of the Extended Opportunity Program and Services (EOPS) Director, conducts outreach focusing on the recruitment and retention of academically or financially disadvantaged individuals through the EOPS programs; maintains records and prepares reports related to student eligibility and academic progress; provides for support services for program participants including tutoring and referrals to campus and community social service programs and agencies; oversees the Summer Student Migrant Program; and performs related duties as required or assigned.

CLASS CHARACTERISTICS

This non-instructional EOPS classified staff position serves to increase student enrollment of academically and financially disadvantaged individuals. It is distinguished from the Schools Outreach Coordinator in that the latter is responsible for the day-to-day coordination of Cabrillo College’s outreach efforts to the general high school, middle school and elementary school student population, whereas this position focuses on the special needs of a specific population.

EXAMPLES OF DUTIES (Illustrative only)

- Assists in the planning, organization and implementation of recruitment for financially and academically disadvantaged students
- Provides information and assistance to students and the community regarding EOPS
- Explains program goals, eligibility criteria, activities, procedures, policies and support services
- Performs student reviews in accordance with EOPS regulations (Title V) and identifies prospective students who meet education and income eligibility criteria to qualify for benefits and services provided by EOPS
- Provides intake and referral services for the bilingual/bicultural students and public, such as scheduling counseling appointments and explaining the program requirements
- Oversees the annual Migrant Student Summer program, including planning, promotion, budgeting, recruitment of students, interviewing applicants and parents, arranging facilities, maintaining records and preparing reports
- Conducts student visitations, college tours and orientations
- Assists individuals and students who may possess limited English skills with EOPS, financial aid, and admissions and registration procedures
- Works with EOPS counselors and College faculty and staff to plan recruitment and transition services
- Attends staff meetings, training sessions and other activities as required or assigned
- Prepares and disseminates brochures and other materials promoting the program
- Compiles data, maintains records and prepares written reports as required
- Oversees the work of student assistants, as assigned
- Attend in-service activities, meetings, conferences and seminars to remain current in the EOPS programs
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Eligibility and administrative requirements for Title V and related programs
- Issues relating to ethnic minorities and persons with language, educational, social or economic disadvantages
- Effective outreach, recruitment and retention tools and strategies, including oral presentations to school and community groups
- Program planning, coordinating, record keeping and budget administration
- College and community resources available to students
- Effective communication, advertising, promotional and interviewing techniques
- Standard office practices and procedures, including filing and the operation of office equipment
- Correct English usage, including spelling, grammar, and punctuation

Skills in:

- Applying and explaining relevant laws, regulations, policies and procedures
- Recruiting and monitoring the academic progress of high-risk students
- Communicating effectively, orally and in writing, and communicating effectively in Spanish/English to the bilingual/bicultural public
- Planning, organizing, coordinating and implementing program activities
- Maintaining confidentiality of information
- Maintaining accurate records and files; preparing clear, concise and complete records and other written material
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Typing or operating a keyboard with sufficient skill to enter data into a word processor or computer and produce correspondence or reports

Other Requirements:

- Must possess a valid California driver’s license
- May be required to work evenings and weekends, based on activity scheduling

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Associate’s degree or equivalent and two years of experience working with student outreach and recruitment programs or working with low-income or disadvantaged target groups.

Established:  July 1, 2001