



El Camino College

Assistant Director, EOPS/CARE and CalWORKS



BASIC FUNCTION

Under the direction of the Director of EOPS/CARE and CalWORKs, provide leadership and coordination of the EOPS/CARE and CalWORKs programs. Coordinate the activities of all personnel involved in these programs.

This position is contingent upon the availability of state and federal funding.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

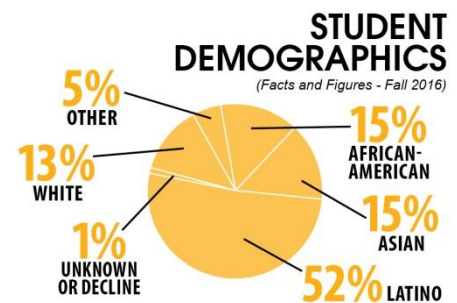
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.



ASSISTANT DIRECTOR, EOPS/CARE and CalWORKs

Division: Student Support Services

Posting Closing Date: August 03, 2020

Req: C1920-136

Location: El Camino College

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The duties of the Assistant Director EOPS/CARE and CalWORKs may include, but not be limited to, the following:

- Assure the provision of a student-centered, customer-service oriented environment for the delivery of all department functions and promote such an environment across campus.
- Manage EOPS/CARE and CalWORKs programs, including but not limited to administering the budgets for each, and establish and maintain effective organizational partnerships and work relationships.
- Develop, implement, interpret and monitor policies and procedures to meet compliance with state regulations for EOPS/CARE and CalWORKs programs.
- Represent the college as the EOPS/CARE and CalWORKs liaison to the community; create linkages and collaborative programs with businesses, the One Stop Career Centers, and public agencies to ensure opportunities for EOPS/CARE and CalWORKs students.
- Manage the outreach and marketing efforts of the EOPS/CARE and CalWORKs programs to ensure a steady flow of students to the programs.
- Manage system modifications needed to support updated and/or new federal or state regulations to ensure efficient delivery of financial aid services.
- Ensure the validity of student eligibility for EOPS/CARE and CalWORKs programs with supporting documentation of financial and educational criteria required for operational program reviews.
- Supervise the staff in the EOPS/CARE and CalWORKs programs.
- Direct the daily operations of the EOPS/CARE and CalWORKs programs.
- Provide clearly written reports and analyses when requested or appropriate.
- Perform related duties as assigned.

JOB QUALIFICATIONS

Must have a Bachelor's degree which includes or is supplemented by a minimum of six units of college level course work predominately relating to ethnic minorities or persons handicapped by educational, language or social disadvantages (or willing to commit to completing the coursework in the first year of employment); two years of full-time experience in management or leadership of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominately with ethnic minorities or persons handicapped by language, social or economic disadvantages, or as a community college EOPS counselor or EOPS instructor.

PREFERRED QUALIFICATIONS

- Experience working with EOPS/CARE, CalWORKs/TANF/GAIN students, or other underrepresented/disproportionately impacted populations.
- Demonstrated advocacy for vulnerable college students and their academic and personal needs.
- Experience in managing complex categorical budgets.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF

- Oral and written communication skills.

- Principles and practices of supervision and training.
- Applicable laws, codes and regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and appropriate software.

ABILITY TO:

- Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and appropriate office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.

Licenses or Other Requirements:

- Valid California driver's license.

WORKING CONDITIONS:

- May be required to drive to offsite locations periodically.
- Move from one work area to another.
- Hand, wrist, finger dexterity to operate various office machines.
- Multicultural, diverse work environment.
- Lift up to 25 pounds.

CONDITIONS OF EMPLOYMENT

Full-time, twelve-month classified administrative position subject to a probationary period. Excellent fringe benefits including eight 32-hour work weeks during the summer. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

SALARY: \$99,953.00 Annually

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date: https://elcamino.formstack.com/forms/reasonable_accommodation_requestform

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. If you need assistance you may call 310-660-3593 Ext. 3479 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email: hr@elcamino.edu.

Closing Date: Monday, August 3, 2020 at 3:00 p.m.

BENEFITS

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College Human Resources

Mark Rogers
310-660-3593, Ext. 3479
mrogers@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.