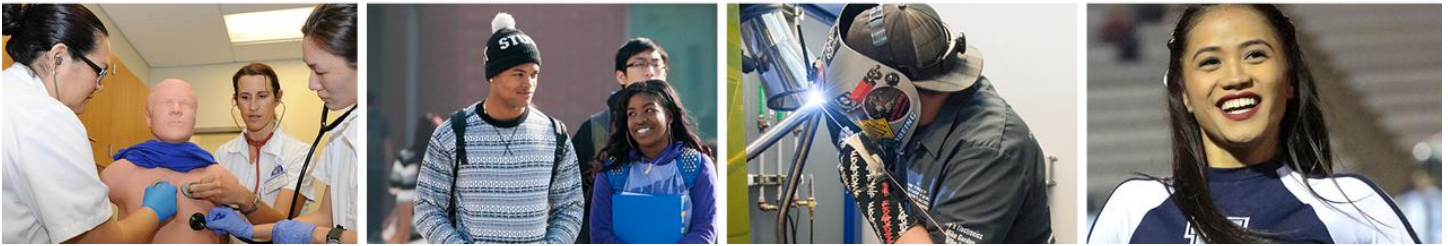




El Camino College

Assistant Director of EOPS/CARE, NextUp, CalWORKs, and Guardian Scholars



El Camino College seeks a visionary, forward-thinking, and strategic leader to serve as Assistant Director of EOPS/CARE, NextUp, CalWORKs, and Guardian Scholars. The ideal candidate will bring passion, innovation, and demonstrated experience to cultivate strong campus-wide partnerships and drive the next phase of institutional growth and student success. This role is deeply committed to advancing equitable educational access and outcomes for low-income students, educationally disadvantaged populations, parenting students, and current and former foster youth.

This position is contingent upon available categorical funding

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres 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.

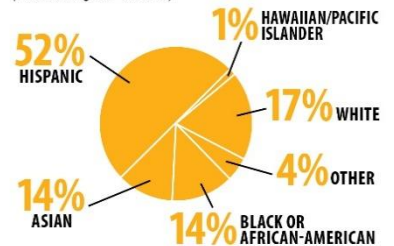
With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution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

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



ASSISTANT DIRECTOR OF EOPS/CARE NEXTUP, CALWORKS, AND GUARDIAN SCHOLARS

Division: Student Support Services
Posting Closing Date: 06/01/2026
Req: A2526-054
Location: El Camino College
Position Type: Educational Administrator

KEY ROLES/RESPONSIBILITIES

Under the general direction of the Director of EOPS/CARE, NextUP, CalWORKs, and Guardian Scholars, exercise leadership of the areas assigned providing functional supervision over assigned positions. Implement the Division's, department's or unit's vision and develop, organize, and implement goals and objectives; plan, develop, organize schedules, direct, improve and evaluate assigned programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including the EOPS/CARE, NextUp, CalWORKs, and Guardian Scholars programs.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, division, and VP area; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

[Asst-Director -EOPS-CARE-NextUP-CalWORKs-Guardian-Scholars.pdf](#)

FUNCTIONAL RESPONSIBILITIES

1. 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. Promote and maintain integrity, accuracy, and timeliness in the delivery of services to students.
2. Manage and direct the daily operations of the EOPS/CARE, NextUP, CalWORKs, and Guardian Scholars programs, including but not limited to developing and administering the budgets for each. Manage fiscal resources consistent with Title 5 Regulations, the California Community Colleges Chancellor's Office, grants, contracts, College policy, and sound financial management principles.
3. Establish and maintain effective organizational partnerships and work relationships. Review and evaluate effectiveness and efficiency of integrated efforts and make modifications as appropriate in consultation with the Director. Establish and maintain an effective network of professional contacts. Collaborate with other colleges and universities to share information or resources, as appropriate.

4. Manage and provide leadership in the development of program reviews, program plans, and service area outcomes of the EOPS/CARE, NextUP, CalWORKs, and Guardian Scholars programs. Develop, implement, interpret, and monitor policies and procedures to meet compliance with local and state regulations.
5. Represent the college as the liaison to the community for the EOPS/CARE, NextUP, CalWORKs, and Guardian Scholars programs. Create linkages and collaborative programs with businesses, the One Stop Career Centers, and public agencies to ensure opportunities for EOPS/CARE, CalWORKs, and NextUP students. Represent the department at meetings and events as needed.
6. Manage the outreach and recruitment efforts of the EOPS/CARE, NextUP, CalWORKs, and Guardian Scholars programs to ensure a steady flow of students to the program.
7. Ensure the validity of student eligibility for the EOPS/CARE, NextUP, CalWORKs, and Guardian Scholars programs with supporting documentation of financial and educational criteria required for monitoring reviews, audits, and operational program reviews.
8. Assist with the preparation, review, and analysis of reports to federal, state, and private agencies. Provide clearly written ad-hoc reports, briefs, and analyses when requested or as appropriate.
9. Monitor changes in laws, regulations, and technology that may affect College or departmental operations; review College policies and procedures to ensure compliance; and implement policy and procedural changes as required. Assist in the review and formal approval process for policy and procedural updates to meet or exceed industry standards, compliance requirements, and end-user expectations. Oversee and participate in reviewing, processing, and training staff on State and Federal rules and regulations related to the EOPS/CARE, NextUP, CalWORKs, Guardian Scholars, and similar student support programs.
10. Manage and supervise staff, including hiring, evaluation, performance intervention, and retention of staff members in the EOPS/CARE, NextUP, CalWORKs, and Guardian Scholars programs. Develop and implement performance measures to ensure a customer focused service orientation.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate the need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate and resolve conflicts under areas of supervision.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.

5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's degree in a related field.

Experience Two (2) years of full-time experience in management or administration of educational programs, community organizations, government programs, or private industry dealing predominately with ethnic minorities or persons handicapped by language, social or economic disadvantages, or as a community college EOPS counselor or EOPS instructor.

DESIRED QUALIFICATIONS

Desirable Experience: Minimum of six units of college level course work predominately relating to ethnic minorities or persons handicapped by educational, language or social disadvantages.

- Experience working with EOPS/CARE, CalWORKs/TANF/GAIN students, foster youth, 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/Areas of Expertise:

- Thorough knowledge of the higher education environment including the EOPS/CARE, NextUP, CalWORKs, and Guardian Scholars programs.
- Broad knowledge of effective accounting procedures and budget management techniques.

Abilities/Skills:

- Effectively identify operational issues and opportunities within EOPS/CARE, NextUP, CalWORKs, and Guardian Scholars programs and make sound recommendations to improve outcomes within areas of responsibility.
- Work independently on complex issues and processes. Plan and implement innovative, effective, efficient, and productive programs.
- Develop and maintain operational procedures, records, and documents for areas assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

PHYSICAL DEMANDS

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: MONDAY, JUNE 01, 2026 at 3:00 P.M.

SALARY: The starting salary range \$126,492 (Annually)

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$148,104 annually)

CONDITIONS OF EMPLOYMENT

Full-time, 12-month, educational administrator position. Educational Administrators are employed on an initial one-year contract stating terms and conditions of employment. Contracts are subject to renewal and board approval to confirm continued employment. Working hours will be in-person, Monday through Friday 8:00 a.m. until 5:00 p.m. Schedule may vary to include weekends and evenings based on operational need.

Administrators may work all or a portion of the work days that fall between December 25 and January 1. Administrators may also use their accrued vacation days to cover all or a portion of the work days that fall between December 25 and January 1.

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, submit a Certificate of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

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.

Sick Leave and Disability

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 fifty percent.

Retirement

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. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

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>

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.

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

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. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Mark Rogers

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

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes 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 paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

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.