

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Student Assistance Technician / EOPS

**Unit:** Office Technical

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**Job Code:** J1140  
**Original Date:** 01/1991  
**Last Revision:** 10/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 21

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### **DEFINITION**

Under the direction of an EOPS Officer or assigned supervisor, perform responsible technical duties associated with the operation of a student EOPS program.

### **EXAMPLE OF DUTIES**

1. Assist in the planning, organization, supervision, and evaluation of college EOPS operations, programs, and services.
2. Assist in developing programs and services to recruit and retain program participants.
3. Control and monitor the allocation and expenditure of funds for program services, such as tutoring, counseling, recruiting, and direct financial grants and loans.
4. Develop and conduct studies and analyses to identify program effectiveness; prepare reports as necessary.
5. Provide information and assistance to students in identifying and developing educational, career, and vocational needs and goals.
6. Explain program services to schools and community agencies; recruit program applicants; serve as liaison and resource person with college, district, and outside agency staff.
7. Develop in-service programs and activities to promote instruction, awareness, and communication; conduct workshops and training sessions.
8. Maintain current knowledge of rules, regulations, and guidelines applicable to EOPS programs; ensure compliance with Title V rules and regulations; analyze new or proposed legislation for possible impact on the EOPS Program.
9. Assist in planning and developing operating procedures for EOPS programs and services; develop and maintain computerized record-keeping systems.
10. Assist students in completing forms; accept and process applications; conduct workshops on form completion; determine eligibility and awarding of funds.
11. Compose information articles publicizing the EOPS Program; maintain records relating to the program; gather and analyze program data.
12. Train and provide work direction to clerical staff; provide input into the performance evaluation process as requested.
13. Investigate supplementary funding sources and prepare applications for funds.
14. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

Applicable sections of State Education Codes.  
Awareness of needs and problems encountered by economically disadvantaged students.  
Basic principles of training and work direction.  
Computerized record-keeping techniques.  
Correct English usage, vocabulary, spelling, punctuation, and grammar.  
Culture, practices, and views of various minority groups.  
District organization, operations, policies, and objectives.  
Fundamentals of accounting, including knowledge of federal and State tax returns and financial documents.  
Grant proposal preparation techniques and requirements.  
Interviewing techniques.  
Laws, regulations, and policies governing assigned program.  
Methods and practices of record-keeping and report preparation.  
Oral and written communications skills.  
Program requirements, guidelines, goals, and objectives.  
Technical aspects of field of specialty.

**Skills and Abilities:**

Analyze complex IRS tax forms and financial documents.  
Analyze, interpret, and apply policies and procedures of assigned programs.  
Assist with the planning, organization, supervision, and evaluation of a Financial Aid/EOPS program operation and service.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working relationships with others.  
Exercise sound judgment in reviewing and screening applications for grants, loans, and scholarships to determine eligibility.  
Interview effectively and obtain relevant facts.  
Learn and interpret rules, regulations, and policies governing the financial aid programs.  
Maintain records and prepare reports.  
Meet schedules and time lines.  
Organize and assemble data and prepare reports.  
Plan and organize work.  
Train and provide work direction to classified staff, students, and clerical assistants.  
Work confidentially with discretion.  
Work independently with little direction.  
Write proposals for State and federal grants.

**Training and Experience:**

Any combination of training and experience equivalent to: completion of two years of college with major coursework in business administration, public relations, or related field and three years of increasingly responsible experience involving interpretation and application of rules and regulations preferably in a financial aid program.

**License:**

Valid California driver's license.

**WORKING CONDITIONS****Physical Requirements:**

Category III, usually minimum requirements.

**Environment:**

Favorable, usually involves an office.