JOB TITLE: EOPS Eligibility Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide highly responsible office support and technical functions involved in the organization, direction and maintenance of the EOPS Program; to determine student eligibility for program services; to monitor MIS and accountability systems; to maintain student files and records; to provide information to the public regarding EOPS program and services.

Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this classification schedule, determine program eligibility and maintain record on students. This job class exercises responsibility to assure that program data bases, records and accountability are maintained for the assigned program. Positions assigned to this class exercise a high degree of independence and initiative in the assigned work areas. Specific tasks may vary.

SUPERVISOR: Director of EOPS

TYPICAL DUTIES:

- Determines eligibility factors for program services and maintains current eligibility status on continuing students.

- Follows up on applicant academic records, transcripts and program eligibility from other EOPS/CARE Programs.

- Determines EOPS book voucher eligibility.

- Tracks student contacts and academic progress throughout the semesters.

- Collects and reviews mid-term grade evaluations and makes referrals to counselors on students needing academic assistance.

- Generates, maintains and updates EOPS/CARE files on all students.

- Inputs and reviews EOPS/CARE MIS data each semester.

- Maintains and generates accountability reports as requested.

- Coordinates correspondence and mailings through the office.
- Reports outstanding student debts and reports them to financial aids for COTOP collections

- Monitors production of EOPS/CARE newsletter.

- Assists in the operations of the front office.

- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- principles and practices of subject matter and software applications to which assigned.

- proper use and operations of office and computer equipment.

- desk top publishing and graphic design.

- proper record keeping methods and techniques.

Ability to:

- learn Title V Regulations and district policies and procedures as applied to assigned duties.

- establish and maintain accurate record keeping systems, files, and other documentation related to the operations and activities of the program.

- operate standard office equipment including computer systems.

- perform and delegate computerized tasks of varying difficulty.

- effectively and tactfully communicate in both oral and written form.

- respond to questions and inquiries with tact and courtesy.

- work with a significant degree of independence and judgment.

- organize work and set priorities.

- maintain accuracy and completeness of work.

Education/Experience:

- Associate of Arts Degree or equivalent combination of education and experience.
- Minimum of two years of responsible experience in related area using bookkeeping skills.

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