



## POSITION DESCRIPTION

### EOPS/CARE/NextUp SUPERVISOR

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**Position** .....EOPS/CARE/NextUp Supervisor  
**Department/Site** .....EOPS/CARE/NextUp  
**FLSA** .....Exempt  
**Evaluated by** .....Director of EOPS/CARE/NextUp and CalWORKs  
**Salary Range** .....07

#### **Summary**

Under the general direction of the Director of EOPS/CARE/NextUp and CalWORKs, the position of EOPS/CARE/NextUp Supervisor plans, organizes, supervises, and maintains the day-to-day operations of the Extended Opportunity Programs and Services (EOPS) program as related to educationally and economically disadvantaged persons in accordance with Title 5 regulations. Plans, organizes, supervises, and maintains the day-to-day operations of the Cooperative Agencies Resources for Education (CARE) as it relates to EOPS eligible students, who are also single parents, heads of household, receiving TANF/CalWORKs and have at least one child in accordance with Title 5 regulations. Plans, organizes, supervises, and maintains the day-to-day operations of the NextUp program as it relates to foster youth in a court-ordered, out-of-home placement, at the age of thirteen (13) or thereafter.

#### **Essential Duties and Responsibilities**

- Plans, organizes, supervises, and maintains EOPS, CARE, and NextUp services provided in a hybrid environment.
- Plans, organizes, and supervises daily operations and activities of the department to include establishing work schedules and assignment of duties to ensure the effective and efficient operations of the department.
- Oversees MIS data entry of EOPS and CARE students based on program eligibility as mandated by Title 5 regulations.
- Coordinates and supervises the following components as they relate to EOPS, CARE, and NextUp: outreach and recruitment, peer advising, student eligibility, Summer Bridge, new student orientations, CARE mini-conferences and workshops, and the EOPS/CARE/NextUp recognition ceremony.
- Coordinates the planning of Summer Bridge programming, including collaboration with university partners to coordinate campus visits and program completion celebration.
- Trains, supervises, evaluates, and coordinates the work of assigned staff and student employees.
- Develops systems to track student eligibility for, and disbursement of book services, grants, gas cards, and CARE-specific benefits such as car maintenance, meal tickets, and grants.
- Collaborates with the director to track required counseling contacts, student unit and semester completion, and evaluation of other college transcripts.
- Participates in regional meetings for CARE Coordinators and assists in the planning and delivery of regional CARE conferences and workshops.
- Attends all required Chancellor's Office CARE Coordinator meetings.
- Facilitates CARE orientation for new students.
- Administers CARE services for eligible students including basic car maintenance, gas cards, meal tickets and CARE grants.
- Assists in the planning and facilitation of the bi-annual EOPS/CARE Advisory Committee meetings.
- Coordinates the development and maintenance of records to assist in the preparation of periodic and annual reports.



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- Assists with the maintenance of department budget expenditures according to Title 5 regulations and established guidelines.
- Coordinates the preparation of all relevant program literature. Maintains positive working relationships with other departments on campus, in particular with student services departments that contribute to the success of EOPS/CARE/NextUp students.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Participates in the development, implementation, and assessment of annual goals and contributes to annual and comprehensive program reviews.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of inclusiveness, collegiality and supports the goals of participatory governance.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

### **Knowledge, Skills and Abilities**

- Knowledge of Title 5 regulations as they pertain to EOPS, CARE, and NextUp.
- Knowledge of modern office equipment and computer applications.
- Knowledge of EOPS, CARE and NextUp Banner screens.
- Network and establish effective relationships with other campus staff, departments and off-campus community organizations and services relevant to EOPS/CARE/NextUp students.
- Ability to perform all the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Ability to foster and support an inclusive and welcoming work and educational environment.

### **Education and Experience**

- Possession of a bachelor's degree in social/behavioral sciences, human services, or a related field, and two years of increasingly responsible leadership experience in a position at a college or university.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.