

EOPS SPECIALIST

CLASS SUMMARY

Under direction – advise and assist EOPS program students regarding resources available for financial aid; performs related duties as required.

REPRESENTATIVE DUTIES

Advises students on resources available from financial aid; reviews financial aid applications for completeness and accuracy; advises students regarding financial aid application requirements; coordinates EOPS student load activities with Financial Aid Office; interviews EOPS students to complete financial aid applications; advises and trains EOPS staff on matters related to financial aid; assists and counsels EOPS students regarding financial aid availability and procedures; sets-up and maintains records and files related to EOPS programs finance aid; operates office equipment; composes memos, letters and reports, trains clerical and student workers; supervises student workers.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager/administrator and may oversee the work of several student helpers.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to high school graduation and one year of general office experience.

Knowledge and Abilities

Knowledge of: modern office practices and procedures; English and grammar; filing and filing systems; arithmetic; records checking.

Familiarity with: financial aid available to students; procedures for obtaining financial aid in a community college.

Ability to: effectively communicate with students; read and interpret laws, regulations and policies regarding the EOPS program and financial aid; train and supervise the work of others.