

**San Jose · Evergreen Community College District
Classified Job Description**

Position: EOPS Eligibility Specialist

Department: Student Affairs

Location: EVC or SJCC

Date: Nov. 26, 2014

POSITION PURPOSE

Under the direction of a program director or assigned administrator, the EOPS Eligibility Specialist performs a variety of clerical and technical duties involving detailed examination of income documentation to identify and certify eligible students to receive funds through the Extended Opportunity Program and Services program (EOP&S).

KEY DUTIES AND RESPONSIBILITIES:

1. Coordinate with Financial Aid Office to identify and document students eligible for both state and federal financial assistance.
2. Assist and advise students and their families on Federal and State financial aid documentation.
3. Actively participate in the processing and awarding of EOP&S, and federal aid.
4. Examine all financial aid applications to determine eligibility.
5. Perform needs analysis utilizing state and federal guidelines and regulations.
6. Audit and review student academic status to determine continuance, denial or increase in aid.
7. Revise and repackage student awards as necessary.
8. Analyze and revise specific cases requiring exceptions to standard application procedures.
9. Exercise signature authority for check disbursement, BOGG Program and federal aid correction forms.
10. Monitor and maintain EOP&S grant and program balances.
11. Prepare detailed reports on eligible students for State reporting.
12. Maintain accurate records on each aspect of the documentation necessary for identifying eligible students.
13. Provide EOP&S students with information about available student support services including health, welfare and emergency funds.
14. Keep abreast of changes in eligibility requirements, applications procedures and other issues pertinent to EOP&S and federal financial aid.
15. Disburse checks, award EOP&S grants, process enrollment fee waivers.
16. Compose letters and forms specific to the EOP&S program.
17. Assist in the presentation of EOP&S and financial aid information to high schools and other interested agencies.

18. Perform other related duties as assigned.

Knowledge of:

1. State Title 5 guidelines on proper identification of EOP&S eligible students.
2. General financial aid application process and policies.
3. Federal, state and local programs that provide financial assistance for students.
4. Fundamental bookkeeping methods, techniques and practices.
5. The needs and sensitivities of special and disadvantaged student populations.
6. Modern office practices and procedures including filing and the operation of office equipment including personal and on-line computers.

Skills and Ability to:

1. Provide accurate information to students, Financial Aid and EOP&S office personnel.
2. Assist prospective students and their families in completing financial aid forms.
3. Apply relevant Federal and State regulations, procedures and policies.
4. Perform assigned tasks with increasing independence often under time pressures.
5. Apply language skills to read and interpret financial aid application forms and related documents, technical procedures, or governmental regulations; write routine reports and correspondence; speak effectively before groups of students, faculty or the general public.
6. Apply mathematical skills to add, subtract, multiply and divide using whole numbers, common fractions, and decimals; convert from one unit of measure to another; compute rate, ratio.
7. Utilize reasoning and apply common sense understanding to carry out instructions furnished in written, oral or diagram form; deal with problems involving several concrete variables in standardized situations.
8. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students/staff.
9. Effectively communicate and interact with persons of diverse backgrounds and abilities.
10. Establish and maintain cooperative working relationships with those contacted during the course of work.

Experience and Education:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. High school diploma or G.E.D supplemented by college course work in business, accounting, social services or related field.

3. Two years of experience involving financial record-keeping or public contact in a social services-related field, including at least one years of financial aid experience.

WORKING CONDITIONS

1. Typical office environment.

Board Approved: 03/1994, 04/2004, 11/25/14

Revision: 04/2004 (title/range), 11/14/2014 (minimum qualification)

Salary Range: 76

EEO Category: 2B4 - Secretarial/Clerical