

E.O.P. & S. Evaluator

Posting Details

Position Information

Job Number	CLA00249P
Position Title	E.O.P. & S. Evaluator
Position Type	Classified Full Time
Percentage Employee	100%
Number of Months Assignment	12
Starting Date	As soon as possible
Current Work Schedule	Monday – Friday 8:00 am – 4:30 pm.
Salary Range	Range 26
Salary	\$3,846.80 – \$4,921.05 monthly – Successful candidate will start at step 1 except in cases where District deems appropriate. This is a Categorically Funded position. Continuation of this position is contingent upon continued funding.

Shift Differential

FLSA	Non-Exempt
Location	Main Campus
Department	EOPS/CARE
Open Date	11/04/2020
Closing Date	11/18/2020
Open Until Filled	No

About Rio Hondo College

About Río Hondo College

Río Hondo College welcomes and embraces all students in their educational and career pathways. As a Hispanic-Serving Institution (HSI), our College has a student population of 22,000, of which 18,000 are Latinx students. We were the first college in Los Angeles County to provide two years of free tuition to first-time, full-time college students through our Río Promise program. We are proud to acknowledge that many of our students have transferred to high ranked institutions such as Harvard, Stanford, USC and UCLA, UC Berkeley, UC Irvine, Cal State LA, Cal State Long Beach, and Whittier College to name a few.

Strengths

Our caring and dedicated student-centered staff, faculty, and administrators are devoted to the advancement of educational justice, equity, and opportunity for all our students. Our College's 900 employees, with close to 600 faculty, hold themselves accountable for the academic success of disproportionately impacted student populations. Our entire staff, with unwavering team collaboration, work hard to ensure our students reach their

full potential by eliminating gaps in academic outcomes that traditionally hinder students of color.

Río Hondo College is committed to the recruitment of qualified and diverse employees who are dedicated to our students' success. We recognize that diversity in an academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for our students. We are steadfast in our hiring practices and staff development processes which reinforce the goals of equal opportunity, diversity, and inclusion. Our practices and processes also support the importance of a workforce that reflects the community and the diverse student population we serve.

Río Hondo College employs approximately 55% tenured track faculty of color; 60% part-time faculty of color; 85% classified staff of color; and 50% administrators of color.

Río Hondo College offers 30 associate degrees that guarantee transfer (ADTs) to Cal State Universities, a bachelor's degree in Automotive Technology, more than 60 certificates, a Pathway to Law School, dual enrollment with K-12 districts, state championship speech & debate team and top-notch athletic teams, student leadership opportunities, travel abroad experiences and more.

In collaboration with the communities in Pico Rivera, Santa Fe Springs, El Monte, South El Monte, Whittier, portions of Norwalk, La Mirada, Downey, La Puente, the City of Industry, Los Nietos and Avocado Heights, Río Hondo College provides an exceptional academic curriculum to meet the unique needs of our region and strengthen our communities.

Basic Function

Under supervision, performs specialized technical and clerical duties in an assigned support area of the Extended Opportunity Programs and Services on campus and off campus as needed for disadvantaged students; provide personal, technical, vocational, and academic information and advice; assist with EOPS program development, planning, and implementation and to do other related work as required.

Representative Duties

Assists staff, and the public, with Rio Hondo College Admissions, EOPS, Financial Aid and other student support services information and forms in an effective and courteous manner. E

Reviews financial aid applications and files for income eligibility, send out eligibility, non-eligibility, and incomplete file notices. E

Sets up eligible student counseling and orientation appointments; identifies book purchase voucher recipients; assists with priority registration appointments; document all information in student files; maintains confidentiality of information and records. E

Monitors academic progress of students each semester; requests academic progress reports, checks units completed, units enrolled in, and grades. Makes referrals to EOPS counseling, tutorial and other student support services as needed. Follows up on referrals. E

Requests and interprets transcripts for units completed from Rio Hondo College and other colleges and universities – in conjunction with EOPS counselors, delete remedial course work units to maintain unit eligibility. E

Assures compliance with rules and regulations. E

Performs a variety of clerical duties in support of assigned functions; compiles and prepares statistical and other reports; receives, sorts, and routes mail; orders and maintains supplies and materials; operates a computer terminal; trains and provides work direction to student assistants; and assists with public counter functions.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job

description.

Knowledge and Abilities

KNOWLEDGE OF:

- Operation of computer, appropriate software, and other office technology.
- EOPS program requirements, guidelines, goals and objectives.
- Academic, Social and Psychological problems of economically and educationally disadvantaged individuals.
- Methods and practices of record-keeping and report preparation.
- Fundamentals of College admissions procedures and services.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Scholarship and financial aid opportunities.
- District organization, operations, policies and objectives.
- Oral and written communications skills.
- Applicable sections of State Education Code, rules and regulations, federal, state and campus student financial aid programs.

ABILITY TO:

- Identify, recruit and retain students in the EOPS program.
- Exercise sound judgement in reviewing student financial aid applications.
- Provide and coordinate a variety of services to assist EOPS students in their academic achievement and personal growth.
- Assist in the planning, organization, and evaluation of an EOPS program, operation and services.
- Analyze, interpret, apply and explain policies, procedures, rules and regulations.
- Organize and assemble data and prepare reports.
- Relate to all types of students.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Establish and maintain effective working relationship with others.

Education and Experience

Any combination equivalent to:

AA degree with emphasis in the area of social services, psychology or closely related field and two years of experience working with disadvantaged students in a college student services program.

Equivalencies

Foreign Degrees

Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an Evaluation Service prior to the closing date. Certification must be attached with copies of transcripts.

License Certificates/Credentials

Desired Qualifications**Distinguishable Characteristics****Working Conditions**

Campus environment; subject to frequent public contact.

Position Description

Applications are currently being accepted for E.O.P. & S. Evaluator. This is a Full-Time, 12 month categorically funded position. Hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

Application Procedure

Applications must be submitted by **11:59 p.m. PT** on the closing date.

Applicants must submit a **complete online application** that includes the items listed.

- Rio Hondo College online application (which includes supplemental questions)
- Résumé/Curriculum Vitae
- Complete transcripts of all colleges/university studies, including degree earned (copies will be accepted)
- **PAPER APPLICATIONS AND APPLICATION MATERIALS SENT VIA MAIL, FAX, OR EMAIL WILL NO LONGER BE ACCEPTED.**
- **NOTE THAT ALL CORRESPONDENCE, INCLUDING INTERVIEW INVITATIONS, WILL BE SENT VIA EMAIL.**

Special Instructions to Applicants**Additional Information**

- The Immigration Reform and Control Act requires the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States.
- Successful candidate is responsible for verifying all prior work experience and providing all academic transcripts for purposes of salary placement.
- As a condition of employment, the selected applicant must provide a set of fingerprints (at the applicant's expense) taken by an official LiveScan agency.
- Provide a Certificate of Tuberculosis Exam for initial employment (The certificate must be renewed every 4 years as a condition of continuing employment).
- For positions requiring a valid California driver's license, proof of insurability is required.
- Applicants who are protected under the Americans with Disabilities Act and require accommodations for completing the application process, testing (if required for position), or the interview, please notify the Human Resources Office.
- A copy of this announcement will be provided in Braille to visually impaired applicants upon request.

Commitment to Diversity

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Cancel RTF Policy

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.
THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

EEO Statement

Rio Hondo College is committed to employing qualified administrators, faculty and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed

to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please describe your education and experience that makes you a qualified candidate for the EOP&S Evaluator position.
(Open Ended Question)
 2. * EOP&S is a state funded program with regulations and guidelines that must be followed. Please describe your experience working in an environment with state or federal regulations.
(Open Ended Question)
 3. * Please describe your experience with helping students apply for college, financial aid and/or other college related forms.
(Open Ended Question)
 4. * Please describe your experience in maintaining student files, determining program eligibility and data entry. Please include any related programs or software you have worked with.
(Open Ended Question)
 5. * Rio Hondo College is committed to embracing the diversity in all people. Please describe your experience working with people from different backgrounds, especially in regard to students from low-income and disadvantaged backgrounds.
(Open Ended Question)
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Documents Needed to Apply

Required Documents

1. Resume/Curriculum Vitae
2. Unofficial transcripts of all college/university studies, including degrees earned.

Optional Documents

1. Other Documents