

Position: Special Programs Specialist	Salary Grade: 17
Department: Special Programs and Services	FLSA: Non-exempt

Summary

Coordinates and provides a variety of special services to economically disadvantaged students admitted to the EOPS/CARE and VTEA programs. Provide technical assistance and advocacy to eligible students applying for various federal and state programs. Performs a variety of clerical and office support duties in support of the programs.

Essential Duties and Responsibilities

- Receives, reviews, and adjudicates student applications for educational assistance through state-funded programs.
- Coordinates and provides a variety of special services to economically disadvantaged students by screening, sorting, and documenting student award letters and other confidential documents required for student files based on the eligibility criteria and program budgets.
- Coordinates and provides special services available to CARE and VTEA students which will include books, meals, transportation, etc.; develop and prepare agreements and contracts for special services and purchases as needed.
- Monitors and reports CARE and VTEA program budget expenditures according to established procedures. Assists the Director with budget preparation and on-going monitoring.
- Maintains up-to-date knowledge of the current state policies, rules and regulations regarding student services programs.
- Assists students in completing the enrollment and eligibility forms.
- Maintains a file of relevant documents required in the program.
- Calculates, verifies, and provides the Business Office and Director of Special Services with periodic reports of calculated and verified childcare vendor payroll and program expenditures.
- Attends, as required, state-wide meetings and conferences (e.g., Advisory Board meetings, EOPS, CARE and VTEA). Serves as a representative on program committees, and plans/coordinates in-house CARE workshops and orientations.
- Prepares, maintains and submits work requests, time cards, mileage, meals, requisitions, media, and expense claim forms.

- Assists department personnel with various office activities; assist in the development of information materials for CARE and VTEA students and the general public.
- Participates in outreach activities. Discusses programs with students and distributes brochures and application materials.
- May organize and participate in cultural and social activities for students that require extended or varying work hours.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires in-depth knowledge of state-funded programs and resources encompassing socially and economically disadvantaged students. Requires a working knowledge of higher education certificate and degree requirements that can accommodate disadvantaged students. Requires knowledge of the social and cultural programs that can enhance student retention. Requires a working knowledge of funding sources and requirements, as well as the services that may be available to students from other agencies. Requires sufficient human relations skill to convey technical concepts to students, exercise patience, and make presentations secondary schools and outside agencies. Requires sufficient language and writing skills to prepare reports and correspondence. Requires working knowledge of common office productivity software such as student databases, word processing, spreadsheets, and presentation graphics. Requires math skills sufficient to maintain financial and statistical records.

- **Abilities**

Requires the ability to carry out all aspects of the position. Requires the ability to implement programs and services that enhance disadvantage student admission, retention, and outplacement into the job market. Requires the ability to demonstrate sensitivity to a diverse population of individuals. Requires the ability to determine student eligibility to participate in special-funded programs by interpreting rules and regulations. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type presentations. Requires near visual acuity to read printed materials.

- **Education and Experience**

The position requires an Associate of Arts degree in a social science or education and two years of experience working with special populations. Additional experience may substitute for some higher education.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 07/10/2003