

Job Description/Title: Unit Office Manager, EOPS CARE
Approved, Bargaining Unit President: Reclassification Committee 4/10
Approved, MPC Associate Dean, Human Resources: 4//2010
Board Approved: 7-30-2010

MONTEREY PENINSULA COLLEGE

UNIT OFFICE MANAGER, EOPS/CARE

Job Summary

Under general direction, perform a wide variety of complex and responsible support and technical activities related to the responsibilities of Extended Opportunity Programs and Services (EOPS) and CARE. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the unit's activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the unit's decisions and procedures; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Essential Functions may include, but are not limited to the following:

Provide complex and routine office, technical, and administrative detail work for the EOPS Coordinator/supervisor, faculty and staff which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software and office equipment. Word process tests, quizzes, and course syllabi as requested. Set up and maintain electronic and hardcopy files of unit documents including curriculum.

Process administrative detail not requiring the immediate attention of the supervisor and initiate projects as needed; assist supervisor with special projects as assigned. Coordinate and implement a variety of programs and services both on and off campus that are specific to the business of the unit, including the book voucher program, meetings, conferences, grants and program review; interact directly with Student Financial Services, the Bookstore and Fiscal Services. Maintain, monitor and review a variety of data for completion and conformance with established regulations and procedures. Prepare/edit material for inclusion in the college catalog, including new courses and changes; proof for accuracy.

Participate in the collection of documentation for EOPS/CARE eligibility; responsible for accurate and timely data entry of student information into internal and institutional databases; assist in the maintenance of MIS reports and internal tracking database for EOPS and CARE; produce reports as required.

Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the EOPS / CARE office and how they are applied. Interpret and explain state regulations from the Chancellor's Office for both EOPS and CARE. Serve as liaison with administrative offices, on and off campus organizations, and students. Assist students as needed with program/eligibility questions and refer to appropriate sources of information for further assistance.

Coordinate assignment of classroom use; post instructor/staff absences; post notices of room usage, including changes and cancellations; coordinate key distribution.

Assist in the development of EOPS, TRIO and other assigned budgets, including but not limited to instructional supplies, equipment repair, purchasing, maintenance agreements, student help, and classified employees. Monitor and maintain budgets through internal tracking database; review and monitor Fiscal Services activity reports; provide budget management assistance as needed. Manage office budget.

Coordinate TRIO/CALWORKS/EOPS schedule building process which may include but is not limited to: coordinating course offerings with the supervisor, reviewing information submitted for accuracy; preparing the course schedule for input into the management information system; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester.

Enter information into the Management Information System (MIS) to produce adjunct faculty and full-time faculty overload notices of employment; calculate teachers' load units (TLU's); prepare load history records, calculate assignments to ensure that assignments do not exceed a 67% load. Initiate notices of employment and other required forms for department personnel; enter information into management information system as required; maintain confidential information and internal files; reconcile discrepancies.

Plan, coordinate and implement social and cultural enrichment activities for students as assigned.

Coordinate and assist faculty with the textbook ordering process; liaison with bookstore and publishers. Coordinate the process of students' evaluation of faculty.

Maintain a supply of commonly used office/instructional supplies; oversee equipment repair and maintenance agreements.

Facilitate mail/package/printshop service to the library.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the

academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

Light to moderate physical effort; occasional standing and walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.