

**Job Title:** *Coordinator – Educational Opportunity Program*  
**Department:** Dean of Student Success – Educational Opportunity Program  
**Pay Grade:** 5  
**FLSA Status:** Exempt

### **GENERAL PURPOSE**

This position is responsible for the leadership, management, and supervision of the operation of the Educational Opportunity Program (EOP) at Jefferson Community College. The primary mission of the EOP is to facilitate the recruitment, enrollment, retention, and graduation of economically disadvantaged students who possess the potential to succeed in college, but whose academic preparation in high school has not fully prepared them to pursue a college education successfully. This position includes recruitment/enrollment for the program and wrap around case management for students.

### **MAIN JOB TASKS AND RESPONSIBILITIES**

- Oversees the EOP program and is responsible for meeting program goals and objectives for enrollment and student success in compliance with the guidelines and policies of the New York State Department of Education and Office of Opportunity Programs.
- Develops and maintains positive relationship with high school administrators, guidance counselors, teachers, and staff. Create ongoing relationships with community opportunity programs that serve under-resourced individuals.
- Evaluates and maintains on-going contact with student applicants to ensure completion of the application process. Determines and verifies applicant eligibility in collaboration with Financial Aid.
- Handles intake and selection of program participants and assists with the advisement and registration of EOP students.
- Develops and supervises outreach and recruitment programs designed to increase the number of educationally disadvantaged, low income students in collaboration with Admissions.
- Provides a structured ongoing program of academic advisement, personal, career and financial counseling for a case load of a minimum of 30 EOP students.
- Plans, coordinates, and implements the summer EOP Residential Enrichment Program, EOP orientation, and student success planning.
- Oversees the EOP budget, tracks program expenditures, completing all required reporting including mid-year and annual reports, and assessment activities.
- Attends on and off campus workshops, training programs, state-wide SUNY system meetings and serve on campus-wide committees as required.
- Performs other related duties as required/assigned.

**EDUCATION AND EXPERIENCE**

- Bachelor's degree in a related field and six (6) years of appropriate professional experience.
- OR
- Master's degree in a related field and four (4) years of appropriate professional experience.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard office equipment and procedures.
- Knowledge of principles and practices of business management.
- Knowledge of academic programs and requirements.
- Knowledge of financial aid programs and requirements.
- Skill in verbal and written communication.
- Skill in advising and counseling.
- Skill in the use of word processing, spreadsheet, and database software applications.
- Ability to set priorities and goals for an office and to motivate employees.
- Ability to collaborate with administrators, faculty, and staff to facilitate and improve services.
- Ability to read and interpret data correctly.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to read, write, and communicate effectively with students and staff.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Mostly sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly.
- Work environment is primarily that of an office and the noise and temperature levels are moderate.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) of the wrists, hands and/or fingers, and discern letters or numbers at a given distance.
- Flexible schedule to include occasional evening and weekends.
- Valid Driver's License.