

COORDINATOR OF EDUCATIONAL OPPORTUNITY PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Guidance, the incumbent supervises and coordinates the College's Educational Opportunity Program. The incumbent is responsible for establishing liaison between E.O.P. students and members of the faculty, staff and administration and with the community and for coordinating Support Services. Supervision is exercised over counselors assigned to program, student assistants, and a small clerical staff. Does related work as required

EXAMPLES OF WORK: (Illustrative Only)

Coordinates with the Directors of Admissions and Financial Aid in screening applications, selection and counseling of prospective E.O.P. students;

Provides semester and annual reports concerning the administration of the E.O.P. program to the College and S.U.N.Y.;

Maintains proper academic records on each E.O.P. student to ensure conformity with New York State guidelines;

Establishes liaison between E.O.P. students and members of the faculty, staff, and the administration with particular emphasis on establishing relationships for the purpose of integrating E.O.P. students into regular academic program;

Coordinates support services, such as counseling (career, academic, financial), remedial course work, financial aid, and tutoring services for E.O.P. students;

Attends various administrative meetings at the College and at off-campus sites (Albany);

Establishes liaison between the E.O.P. program and the community for recruitment purposes and outreach services;

Administers the E.O.P. budget by maintaining controls on appropriations and expenditures, requisitions, payroll etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of counseling and guidance techniques; good knowledge of educational administration policies and procedures; good knowledge of teaching techniques; good knowledge of community agencies goals and locations; ability to coordinate the work of support services; ability to meet and deal with others effectively; ability to maintain good relations with the community; resourcefulness; conscientiousness; integrity; cooperative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* in social or behavioral science and either (a) six years of experience in counseling, guidance or college administration; or (b) completion of the requirements for a Master's degree* in Student Personnel Administration in Higher Education, Guidance, Psychology; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the board of regents of the New York State Department of Education as a post-secondary, degree-granting institution.