



# El Camino College

## Student Services Specialist (EOPS & CalWORKS Programs)



### ABOUT THE ROLE

Under the direction of the Director of EOPS/CARE, CalWORKs & Foster Youth Student Success, the Student Services Specialist will provide specialized support to students and staff in the EOPS/CARE & CalWORKs programs to advance the success of socioeconomically disadvantaged and disproportionately impacted students. They will provide excellent customer service in a multi-culturally diverse environment through various modalities: in person, via phone, and online/virtually. This position serves as the central point of contact for students scheduling appointments and receiving guidance, supports with the intake process, and also provides referrals to appropriate support services. Extensive public contact and interactions with students, staff, and faculty are required through intentional outreach and retention efforts.

**\*This position is contingent upon available categorical funding\***

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

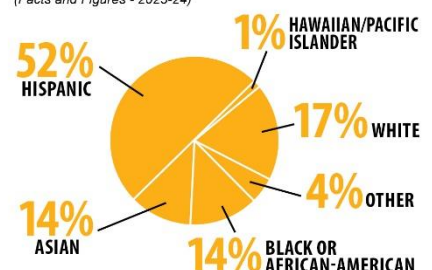
### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## STUDENT SERVICES SPECIALIST

(EOPS & CalWORKS Programs)

**Division:** Student Support Services

**Posting Closing Date:** 9/5/2025

**Req:** C2526-011

**Location:** El Camino College

**Position Type:** Classified

**(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)**

### REPRESENTATIVE DUTIES

Perform a variety of specialized paraprofessional duties to provide services to students in an assigned student services area.

Provide specialized information and technical assistance to students regarding transfer and graduation requirements, student activities and available programs and services.

Interpret, apply and explain complex rules regulations, requirements and restrictions related to assigned student services area; refer students to other student services as appropriate; recommend action regarding student applications for the assigned program or service.

Answer questions and serve as technical resource to students, instructors and others in assigned area of student services.

Communicate with other District departments and personnel, educational institutions, community organizations and other outside organizations and agencies to exchange information and coordinate activities.

Maintain various records and files related to students and specialized functions of assigned area; compile information for reports as required.

Train and provide work direction to student assistants and other personnel as assigned; assign and review work; participate in selection and evaluation processes as requested.

Prepare and process forms, applications and other documents according to established program requirements and College policies.

Operate a PC or computer terminal to update records, input data, generate reports and verify student information; assure accuracy and completeness of data.

Operate a variety of office equipment such as typewriter, computer terminal, calculator and copier.

Maintain current knowledge of rules, regulations, policies and legislation concerning the assignment.

Perform related duties as assigned.

### JOB QUALIFICATIONS

#### Education and Experience:

Any combination equivalent to: two years of college-level course and two years of increasingly responsible experience in a related student services program.

### DESIRABLE QUALIFICATIONS

Experience working with EOPS/CARE & CalWORKs or similar programs.

Experience utilizing technology to deliver student support services.

Demonstrated experience and commitment to equity, diversity, and inclusion.

## OTHER DESIRED QUALIFICATIONS

### Knowledge/Areas of Expertise:

Functions, operations and activities of an assigned area of student services.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Applicable sections of State Education Code and other applicable laws.

Principles and practices of training and providing work direction.

Technical aspects of field of specialty.

### Abilities/Skills:

Perform specialized paraprofessional duties in an assigned area of student services.

Read, interpret, apply and explain rules, regulations, policies and procedures related to a specialized area of student services.

Train and provide work direction to others.

Communicate effectively both orally and in writing.

Type at an acceptable rate of speed.

Work independently with little direction.

Maintain records and prepare reports.

Work confidentially with discretion.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

## WORKING CONDITIONS

Office setting

Some travel may be required.

Hand and finger dexterity to operate various office equipment.

Days and hours may vary.

Additional hours may be required.

## CLOSING DATE: FRIDAY, SEPTEMBER 5, 2025 AT 3:00 P.M.

**SALARY: Starting salary is \$5,867 per month.** Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$7,530 monthly).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

## CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Working hours will be in-person, Monday through Friday 8:00 a.m. until 5:00 p.m. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

## ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

## BENEFIT HIGHLIGHTS

### Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

### Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

### Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

### Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

#### **FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:**

**El Camino College**  
**HR Service Partner**  
Mark Rogers  
310-660-3593, Ext. 3479  
[mrogers@elcamino.edu](mailto:mrogers@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

#### **JEANNE CLERY ACT COMPLIANT**

*In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.*

#### **EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*