

Special Projects Management

Colorado Department of Higher Education

GEAR UP

POSTING DATE: June 20, 2017

CLOSING DATE: July 7, 2017

COMPENSATION: \$47,000 - \$52,000 Annually

Department Information

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. The Department carries out the policies of the General Assembly and the Colorado Commission on Higher Education (CCHE). The CDHE works in consultation with institutions, students, and other stakeholders to advance strategic policy initiatives that advance the CCHE's Master Plan. Under its own authority, and through the CCHE, the Department oversees and coordinates state policy for 13 public four-year institutions; 18 two-year institutions (including a system of 13 community colleges); two independent local district colleges; and three local area technical colleges. In addition, through the CCHE the Department regulates private four-year institutions; and several hundred private occupational schools under the direction of the Board for Private Occupational Schools. The Department is organized into six divisions: Student Success and Academic Affairs; Policy and Legislative; Data and Research; Advocacy and Outreach; College Invest/College Assist; and Finance. In addition, pursuant to statute, for purposes of the state budget and certain administrative functions, the State Historical Society is authorized under the Department of Higher Education.

Program Information

Colorado GEAR UP is a federal grant that is funded by the U.S. Department of Education and is managed by the Department of Higher Education on behalf of the Governor's Office. Colorado GEAR UP is a pre-collegiate service program that helps prepare low-income and first generation students to meet the high expectations for high school graduation and college admission. Students who successfully fulfill program participation expectations and meet the scholarship criteria may be eligible to apply for the GEAR UP scholarship. For more information about our program, please visit www.coloradogearup.org.

This is a grant funded position and this grant is expected to continue through May 2018. The Department has applied for renewal of the grant but we cannot guarantee employment beyond this date.

DESCRIPTION OF JOB:

Special Projects Manager: The Special Projects Manager will be responsible for overseeing special projects including but not limited to: remedial coursework, concurrent enrollment, college readiness admission tests and assessments, CLEP testing, student programs, a text messaging platform and assist with college retention initiatives. The Special Projects Manager will be responsible for related partnerships, training, implementation, reporting and maintenance.

Training will be provided on the text messaging and testing and online learning platforms.

Responsibilities

In collaboration with the leadership team, the Special Projects Manager will serve as a liaison to GEAR UP schools, school districts, institutions of higher education, digital education companies and partner organizations in effort to coordinate remedial, concurrent enrollment and testing and assessment initiatives at the GEAR UP high schools.

1. Remediation

- Directly oversee remediation implementation including but not limited to testing for course placement, scheduling, course set-up, student registration, teacher and staff training, course validation, enrollment, and host the online community.
- Arrange and monitor tutoring and/or other support mechanisms.
- Serve as a liaison, resource and support person for GEAR UP Pre-Collegiate Advisors, high school teachers, tutors, and college instructors.
- Manage enrollment including new enrollments, continuing enrollments and withdrawals
- Serve as the liaison for troubleshooting and technical issues.
- Conduct a GEAR UP orientation for new teachers.
- Bridge together college instructors, high school instructors and other key players.
- Regularly monitor course delivery, implementation, and progress on-site as needed.
- Review and analyze course progress regularly and oversee reporting bi-weekly, monthly and end of semester reporting.
- Collect and maintain grades in the database and provide an end of the semester and end of the year report on outcomes.
- Oversee transcript requests and manage transcripts in the database.

2. Concurrent Enrollment

- Assist in overseeing concurrent enrollment processes including but not limited to registration, enrollment, book purchasing, tutoring, and monitoring course progress.
- Promote and provide GEAR UP Pre-Collegiate Advisors with guidance on Guided Pathways including guaranteed transfer courses (GT) and intrusive advising.
- Conduct a GEAR UP orientation for college instructors, where applicable.
- Regularly monitor course delivery, implementation, and progress on-site as needed, where applicable.
- Arrange and monitor tutoring and/or other support mechanisms.
- Collect and maintain grades in the database and provide an end of the semester reports on outcomes.
- Oversee transcript requests and manage transcripts in the database.

3. Testing & Assessments

a. CLEP

- Directly oversee CLEP testing including training, test set-up, scheduling, pre-tests, and registration and test administration.
- Monitor and provide on-site support for test sites and serve as a resource for GEAR UP Pre-Collegiate Advisors.
- Serve as the liaison for troubleshooting and technical issues.
- Collect, analyze and manage CLEP scores and credits earned in the database.
- Provide reports on outcomes.
- Oversee credit transfers with institutions and manage transcripts in the database.

b. ACCUPLACER

- Directly oversee ACCUPLACER testing including training and test set-up.
- Monitor and provide on-site support for test sites and serve as a resource for GEAR UP Pre-Collegiate Advisors.
- Serve as the liaison for troubleshooting and technical issues.
- Collect, analyze and manage ACCUPLACER scores in the database and provide a report on outcomes.

c. SAT

- Order and distribute SAT vouchers
- Collect, analyze and manage SAT scores in the database and provide a report on outcomes

4. Text Messaging Platform

- Directly oversee the text messaging platform including training, set-up, and maintenance.
- Promote and track usage.
- Provide monthly reporting.
- Serve as the liaison for troubleshooting and technical issues.

5. Student Programs

- Directly oversee student programs including college visits and summer initiatives.
- Collaborate and coordinate with partner organizations on pre-collegiate and collegiate opportunities for students. Negotiate cost and enrollment numbers.
- Seek new partnerships that offer pre-collegiate and collegiate opportunities for students.
- Promote opportunities to staff and school partners.
- Oversee registration and participation.
- Provide a report on outcomes each semester.

6. College Retention Initiatives

- Work collaboratively with the leadership team to support college retention initiatives including but not limited to the senior transition, summer melt, and postsecondary transition.
- Provide ongoing coaching and mentor for pre-collegiate advisors on college campuses.

7. Other projects and duties as assigned

Minimum Qualifications

- Undergraduate degree in education or related field
- 2 years of experience in a high school or college setting with a pre-collegiate and 1st generation emphasis
- Experience with online learning platforms
- Knowledge of remediation and concurrent enrollment including articulation pathways and guaranteed transfer courses
- Knowledge of various college readiness and admission tests and assessments
- Must be well organized, detail oriented and able to multi-task in a fast paced environment
- Strong interpersonal, organizational, presentation and communication skills
- Team player and the capability to work independently
- Experience with Microsoft office including Word, Excel, and PowerPoint
- Some travel required

PREFERRED QUALIFICATIONS:

Master's degree in education or related field

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter/Letter of Application and Resume or Vitae. Submit your completed application materials to:

clangan@college-assist.org

Or:

Colorado Department of Higher Education
Attention: Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.