

## Pre-Collegiate Advisor

Colorado Department of Higher Education

### Colorado GEAR UP Gaining Early Awareness and Readiness for Undergraduate Programs

**POSTING DATE:** July 31, 2017

**CLOSING DATE:** Open until filled

**COMPENSATION:** \$1,916.67/month for 10 months

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 (CCHÉ). The CDHE works in consultation with institutions, students, and other stakeholders to advance strategic policy initiatives that advance the CCHÉ's Master Plan. Under its own authority, and through the CCHÉ, 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 CCHÉ 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.

#### GEAR UP

Colorado GEAR UP is a 7-year 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 the program, please visit [www.coloradogearup.org](http://www.coloradogearup.org).

#### Location

Lamar High School in Lamar, Colorado

**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.**

#### Position

The GEAR UP Pre-Collegiate Advisor will be responsible for coordinating, developing, and implementing pre-collegiate services under the guidelines, policies, and mission of Colorado GEAR UP. The GEAR UP Pre-Collegiate Advisor will serve as an advisor, mentor, resource, and case manager to cohorts of students in individual and group settings. The GEAR UP Pre-Collegiate Advisor will be assigned to a high school in order to follow, track, and to continue to support the cohorts. The GEAR UP Pre-Collegiate Advisor will work alongside a lead advisor.

### Responsibilities

- Intense case managing to help ensure retention and grade promotion. Conduct one-on-one and small group advising sessions with students. Monitor and track attendance and academic progress regularly. Set up and monitor early interventions for student success.
- Facilitate college readiness, study skills, and career exploration workshops and assist students in building a college portfolio which will include guiding students through the college admission process including financial aid.
- Oversee and facilitate testing and assessments to include but not limited to ACCUPLACER, CLEP, and ACT and SAT.
- In collaboration with the school, create and develop a strong post secondary outlook and culture by providing college awareness and exposure and setting high expectations. Serve as a resource for financial aid, scholarships, and post-secondary education information to students, staff, and parents.
- In collaboration with the Leadership Team, the high school staff, and local colleges, implement and oversee concurrent enrollment coursework and remedial curricula in math, reading and English to ensure students will start college without the need for remedial coursework.
- Network and develop partnerships with post secondary institutions and support programs to provide students with post secondary exposure and experiences to help ease the transition from high school to college and to build sustainability.

### Other Responsibilities

- Coordinate academic and/or enrichment summer opportunities for students.
- Participate in off-site college visits, fairs, job shadows and community service projects.
- Enter data regularly and accurately and conduct or participate in surveys and interviews as needed.
- Manage in-kind match and data collection as outlined in the grant.
- Responsible for site budget and expense reporting.
- Other assigned duties.

### Minimum Qualifications:

- Bachelor's Degree required; degree in education or related field preferred
- 2-4 years of experience in a high school or college setting
- Self starter & self directed
- Ability to work independently as well as be a team player
- Strong organizational skills and detail oriented
- Excellent verbal and written communication skills
- Results oriented
- Passionate about the success of students
- Ability to motivate others
- Ability to work with a diverse population
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint

### Preferred Qualifications:

- Bilingual, Spanish preferred
- Knowledge of financial aid and college admission
- Knowledge of standardized testing
- Data management experience

### Reporting

Pre-Collegiate Advisor reports directly to the Director of College Pathways and Communications

### Work Schedule

This is a part time position during the academic school year. 24 hours per week. Some in-state travel will be required once a year.

Compensation

We offer a competitive salary range based on education and experience. No benefits are offered for this position.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board.

Employment is contingent upon successful completion of a criminal background check.

**Application Deadline:**

Position will remain open until filled. Application review begins immediately and position start is immediate.

**To Apply:**

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following:

1. Letter of Application
2. Resume or Vitae

Submit your completed application materials to: [clangan@college-assist.org](mailto:clangan@college-assist.org)

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

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