



College Access Challenge Grant Job Description

Junior Web Developer/Data Analyst

The Colorado Department of Higher Education seeks to ensure that higher education is accessible and affordable to all Coloradans by coordinating policy and state resources for the state's 28 public institutions as well as several hundred proprietary schools. The mission of the Department of Higher Education is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Department of Higher Education will act as an advocate for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

The Junior Web Developer/Data Analyst works under the Academic Affairs division of the Colorado Department of Higher Education through the College Access Challenge Grant (CACG), funded by the US Department of Education. CACG will provide \$1.6 million to the state and focuses on higher education access, intervention and college retention of low income students. This grant funding cycle begins on August 14, 2010. CACG funds are renewable on an annual basis for up to five years.

The goal of the CACG team is to address Colorado's higher education ethnic achievement gap. Colorado is one of the most educated states in the U.S., however, it also has the highest gap in academic attainment between majority/minority populations and one of the lowest college matriculation rates, particularly for minority students. The position supports the Colorado Department of Higher Education and the CACG Team through data analysis, database management organization, reporting, and web development and design.

Initial projects include creating an online transfer portal to help students identify transferable credits between colleges and universities, building a website to support the CACG team, and supporting the FAFSA data project to transfer data and facilitate data sharing between educational entities.

Minimum Requirements

Associate's degree or equivalent experience required, bachelor's degree preferred and two years experience working in an educational environment, preferably in higher education with student or financial aid data.

- **Skills**
 - Excellent organizational and analytical skills
 - Detail oriented
 - Excellent oral and written communication skills
 - Project management
 - Strategic and creative
 - Professionalism
 - Sense of humor
 - Multitask
 - Work independently
 - Prioritize

- **Technical Skills**
 - Ability to work with numbers

- Ability to import, clean, transform, and validate data
- Draw conclusions from the data
- Think logically and reason through situations to a valid solution
- Web development (ASP, .NET)
- Web Design (HTML, Dreamweaver, Photoshop, or similar)
- Advanced Excel skills required
- Familiarity with database application, such as Access and SQL Server
- FTP
- Database design and management
- Query writing

Work in a normal office environment with standard schedule using standard office equipment such as phone, fax, and personal computer. Physical effort required by handling objects up to twenty pounds or more occasionally. The ability to pass a criminal background check is required.

Employees at the Colorado Department of Higher Education are offered excellent benefits including; medical, dental, life and much more. We provide a benefit allowance to offset the benefit cost. We participate in the ECO PASS Program at minimal cost to the employee.

Salary Range and Employment Duration

High thirties to low forties contingent upon experience. Hiring and length of employment are contingent upon federal grant funding.

Interested Applicants

Please submit a cover letter, resume, salary history, and the names and contact information of three references to:

Cindy Langan, DHE Human Resources
1560 Broadway, Suite 1700, Denver, CO 80202
Fax to 303-296-1637
Email to jobs@collegeinvest.org

Position will remain open until filled. Application review begins immediately.

The Colorado Department of Higher Education is an Equal Employment Opportunity employer, and follows a policy of non-discrimination in complying with all requirements of the Immigration Reform Control Act and the Americans with Disabilities Act.