



College Access Challenge Grant

College Access Coordinator Northern Colorado

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, post-secondary 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 post-secondary education and will coordinate and, as needed, regulate the activities of the state's post-secondary education institutions.

The College Access Coordinator 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 US, 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 represents the Colorado Department of Higher Education and the CACG Team at presentations, trainings, workshops, conferences and official functions with focus on innovative ways to reach underserved populations. This position assesses financial, academic and cultural barriers to post-secondary education and look for creative ways to remove those barriers and develop strategic alliances with related community organizations. Strong project management and communication skills required.

The College In Colorado team reaches out to students, parents, educators and workforce centers through ongoing events and training opportunities, as well as providing practical tools to assist every student in Colorado in furthering their education past high school. College In Colorado's goal is to help students plan, apply, and pay for college. Some of CollegelInColorado's free services include:

- CollegelInColorado.org
- Half-day and full-day sessions, single topic Webinars, plus two-day ICAP design seminars
- Informational materials
- Support and information

The geographic focus for this position will be on Northern Colorado, including Greeley, Fort Collins and Eastern Plains.

Fifty percent of the responsibility for this position is on high school, middle school, pre-collegiate program and community partner outreach throughout Colorado. This position works with students, parents, school counselors and non-profit organizations. The college access coordinator is expected to maintain a strong working knowledge of college admissions, higher education financing, FAFSA completion, scholarships, financial education, education

trends, and coordinate, develop, and deliver presentations and workshops on college financing and access. Additionally, this position works with team leadership to help establish statewide counselor training efforts.

Fifty percent of the responsibility of this position will offer technical assistance to students, parents, teachers and counselors for the collegeincolorado.org website as well as using the site for student ICAPs. Additionally, the College Access Coordinator supports and distributes information to students and parents at back-to-school nights, parent nights, college fairs and other events. This position will work closely with other College In Colorado staff on the creation, refinement, and ordering of marketing materials/supplies, the development of annual outreach strategies, goals, tactics, and budget requirements, and the monitoring of those strategies and budget allocations.

Minimum Requirements

Bachelor's degree required, master's degree preferred, and two years experience working in an educational environment. The College Access Coordinator is fluent in writing, reading, and speaking Spanish.

- **Skills**
 - Excellent oral and written communication skills
 - Ability to design and effectively deliver presentations
 - Excellent organizational and analytical skills
 - Ability to work with and relate to diverse populations
 - Strategic and creative
 - Professionalism
 - Detail oriented
 - Excellent public relations skills
 - Sense of humor
 - Multitask
 - Be a member of a highly integrated team
 - Work effectively under pressure
 - Work independently and think on the go
 - Prioritize
 - Think logically and reason through situations to a valid solution

- **Knowledge**
 - Fluent in writing, reading, and speaking Spanish strongly preferred
 - Knowledge of college admissions and financial aid preferred
 - Knowledge and comfort level using a computer, projector, and MS Office
 - Project management

- **Abilities**
 - Perform multiple functions at one time
 - Be a member of a highly integrated team
 - Work effectively under pressure
 - Work independently and think on the go
 - Creatively problem solve
 - Prioritize
 - Think logically and reason through situations to a valid solution
 - Think strategically
 - Regularly travel, at least 50%, throughout Colorado for events
 - Regularly work nights and some weekends

Work in a normal office environment with a flexible schedule using standard office equipment such as phone, fax, PDA, projector, and personal computer. Physical effort required by handling objects up to twenty pounds or more frequently. Attending extensive evening and some weekend events requiring in-state travel by car is required. A

valid Colorado driver's license, good driving record, and the ability to pass a criminal background check are 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. Length of employment contingent on continued annual federal grant funding under a five-year grant renewal cycle.

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 303-296-4811
Email to jobs@collegeinvest.org

Position will remain open until filled but review of applicants 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