

Department of Higher Education

Position Description

POSITION TITLE: Outreach & Access Coordinator, Southern Region

DEPARTMENT: College In Colorado

REPORTS TO POSITION TITLE: Director of Outreach & Access

DATE: June 5, 2013 – application deadline June 10, 2013

POSITION SUMMARY: Based in Denver, Colorado, the Outreach & Access Coordinator is responsible for identifying, educating and performing outreach activities, targeting public relations and educational efforts to help students develop a postsecondary plan. He/she assists to fulfill the goals and objectives of the Outreach & Access program through College In Colorado as an initiative of the Colorado Department of Higher Education. The primary focus of this position is on high school, middle school, pre-collegiate programs and community partner outreach. This position works with students, parents, school counselors, educators and non-profit organizations. The Outreach & Access Coordinator is expected to maintain a strong working knowledge of college admissions, higher education financing, scholarships, financial education, education trends and coordinate, develop, and deliver presentations and workshops on college financing and access for both middle and high school counselors and related staff. Strong project management and communication skills required. Establishes and maintains a professional working relationship with counselors, teachers and school administrators to further support of and goodwill towards the College In Colorado initiative. Travel throughout the assigned region, as well as occasional travel to other regions of the state to various outreach events including career fairs, parent nights, classroom presentations and other school functions. Outreach to junior and high school students, parents, and education professionals to ensure understanding of the College In Colorado website, understanding financial aid and other products/services offered by College In Colorado. Assist in preparation and administration of internal and external conferences and trainings by helping prepare presentations, agendas, handouts, and other materials as needed. Salary: \$40,000.

RESPONSIBILITIES:

Essential Duties/Responsibilities

- Establish relationships with counselors.
- Coordinate and give presentations for counselor candidates.
- Provide continuous support to Director of Outreach & Access.
 - Events
 - Administrative
- Help with Day/Night Statewide College Fair program as needed.

- Assist with special projects as directed by supervisors in a timely manner.
- Conducting counselor/teacher trainings and student and parent events as necessary.
- Attend all outreach and staff meetings, unless attending a College In Colorado event.
- Respond to all emails and phone calls in a timely manner.
- Professional attitude toward community and respectful behavior toward staff.
- Partnering with other CIC staff to obtain training and event support.
- Prepare materials and support for conferences.
- Monitor and recommend changes/updates to CIC.org based upon stakeholder input.

Other Duties/Responsibilities

- Performs other duties as assigned.

SUPERVISORY DUTIES:

- No supervisory duties.

ESSENTIAL JOB QUALIFICATIONS:

Knowledge, Skills and Abilities

Bachelor's Degree required. Master's degree preferred. Excellent oral and written communication skills, and exemplary customer relations skills are required. Cross-cultural sensitivity is necessary, and fluent bi-lingual skills in Spanish is required. Solid knowledge of standard office software, such as Microsoft Word, Excel, PowerPoint and Outlook is required. Valid driver's license, and an insured functioning vehicle. Physical effort required in the handling of objects up to 50 (fifty) pounds.

Education

A Bachelor's degree is required.

Experience

Experience in higher education, college admissions or financial aid preferred, but not required.

Physical Activities

- **Sedentary** - Exert up to 50 lbs. of force occasionally and/or negligible amount of force

frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking for brief periods of time. May occasionally require lifting of records in storage of up to 50 lbs.

- **Reaching** - Extending hand(s) and arm(s) in any direction.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with hand or hands, fingers are in use only to the extent that they are an extension of the hand.
- **Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing** - Perceiving the nature of sounds. Used for those activities that require ability to receive detailed information through oral communication.
- **Near Acuity** - Clarity of vision at 20 inches or less.

Working Conditions

Works in a normal office environment with a flexible schedule using standard office equipment, such as phone, fax, PDA, copiers, projector and personal computers). 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. The normal working hours are 8 am to 5 pm, Monday through Friday, though this position may require evening and weekend hours, with eligibility for compensatory time.

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

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

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. Cover Letter. A letter which addresses how you meet the qualifications described in this announcement.

2. Resume or Vitae. A detailed resume or vitae including all educational and professional experience.

Submit your completed application materials to:

clangan@college-assist.org

DHE Human Resources
1560 Broadway, Suite 1600
Denver, CO 80202 or; Fax to 303-292-1606

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