



COLORADO

Challenge

Driving Degree Completion

1560 Broadway, Suite 1600
Denver, CO 80202

John Hickenlooper
Governor

Lieutenant Governor Joseph A. Garcia
Executive Director

POSTING DATE: April 22, 2016
CLOSING DATE: Apply by May 2, 2016
The position will remain open until filled

COMPENSATION: \$70,000 per year

Director of Colorado Challenge
Colorado Department of Higher Education

The **Colorado Challenge** is a partnership program that is targeted to improve college completion rates for students who are traditionally underrepresented. The mission of the Colorado Challenge is to increase persistence and on-time completion rates for low-income, first generation students at select, public Colorado institutions of higher education. The Colorado Challenge impacts students by providing wraparound services and supplemental advising. These services are primarily provided to Colorado students in the following programs: Colorado GEAR UP; Denver Scholarship Foundation (DSF); Daniels Fund (Daniels); YESS Institute; and Foster Youth who receive Educational Training Vouchers (ETVs). In concert with these non-profit organizations and programs, Colorado Challenge partners with the following institutions of higher education: Adams State University; Colorado State University; Colorado State University-Pueblo; Community College of Aurora; Community College of Denver; Metropolitan State University of Denver; and the University of Colorado Denver.

The Colorado Challenge is funded through grant monies which will expire at the end of May 2018. As such, this position will be instrumental in working with Colorado Department of Higher Education (CDHE) leadership and Colorado Challenge partners to explore and identify opportunities for future funding and the program's sustainability.

Position: Director of Colorado Challenge

The Director of Colorado Challenge drives postsecondary success for students under the guidelines, policies, and mission of CDHE and the Colorado Challenge. The Director of Colorado Challenge is responsible for developing, implementing and managing student services that result in an increase in persistence and degree completion at the partner institutions of higher education. The position manages and provides professional development opportunities for the eleven Colorado Challenge college counselors (which include two lead counselors) and administrative staff.

Responsibilities and duties:

- Oversee staff of nine college counselors, two lead college counselors, and administrative staff
- Develop pragmatic training for college counselors, lead college counselors, and administrative staff
- Maintain and update a comprehensive and measurable plan to increase persistence and decrease time to degree completion by identifying baseline persistence and completion data with Colorado Challenge partners
- Coordinate ongoing data sharing and information between the Colorado Challenge and institutions of higher education as well as public to promote the program's positive impact
- Nurture sustainable relationships with the partner institutions of higher education and collaborate with student support services that will provide students with resources they will need to be successful in college including but not limited to mentoring, tutoring, academic advising and financial aid
- Convene the Colorado Challenge guiding board of institutional and non-profit organization representatives to decide on appropriate initiatives and best practices for student success

- Develop and provide ongoing professional development opportunities for college counselors, lead college counselors, and administrative staff including but not limited to such areas as admissions, financial aid, academic advising, college survival tools and mentoring with an emphasis on transitioning students into becoming independent learners
- Work closely with partner organizations to gather best practices for success with low-income and first-generation students
- Work closely with partner institutions to ensure counselors are adequately trained, well integrated into the campus community, program has the greatest impact, and students are ultimately successful
- Manage program implementation and development
- Develop and facilitate Colorado Challenge retreat and conference attendance
- Work closely with Program Evaluator and administrative staff to develop student surveys, focus groups, and term reports
- Conduct monthly or bimonthly site visits to each institution involved in the Colorado Challenge
- Manage budget development and work closely with finance staff to track budget use and balance
- Foster strong teamwork and unit-identity for staff of the Colorado Challenge
- Develop replicable model for student success, including scale-up plan for Colorado Challenge and sustainability plans for each campus
- Create and deliver presentations for state and national conferences
- Oversee branding development and outreach for Colorado Challenge
- Develop strategies and identify solutions that will boost student productivity and persistence
- Manage Colorado Challenge website
- Seek funding and sustainability opportunities with CDHE leadership and Colorado Challenge partners
- Other assigned duties

Minimum Qualifications:

- 5 years of experience in higher education or related area
- Master's degree in education or related field
- Two years of experience working with low income and first generation students in an education setting
- Managerial and budget experience
- An understanding of the college admission process, financial aid and college pathways including articulation agreements and guaranteed transfer courses
- 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:

- Working experience with student development theory, especially as it relates to working with underrepresented student populations
- Able to be flexible in working with different campus cultures while maintaining consistencies required for the program's success
- Experience with grant writing

Reporting

Reports to Director of Student Affairs



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. Letter of Application.** A letter of application 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

OR:

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

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.

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.

