



COLORADO

Challenge

Driving Degree Completion

1560 Broadway, Suite 1600
Denver, CO 80202

John Hickenlooper
Governor

Lieutenant Governor Joseph A. Garcia
Executive Director

College Counselor – 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 GEAR UP, Denver Scholarship Foundation, and Daniels Fund scholars in concert with said non-profit organizations and students' institutions of higher education.

Location

University of Colorado Denver: 1 full time position (12 months)

Position: College Counselor

The College Counselor will be responsible for coordinating, developing and implementing college support services under the guidelines, policies, and mission of the Colorado Challenge and the Colorado Department of Higher Education in collaboration with partner institutions of higher education, Colorado GEAR UP, the Daniels Fund and the Denver Scholarship Foundation. The College Counselor will be responsible for increasing persistence and assisting students to stay on track to graduate on time. The College Counselor will help oversee college support program initiatives through students' first and second year of college and will follow each cohort through degree completion. The College Counselor will also assist in coordination and delivery of advising and support services to other GEAR UP, DF, and DSF Scholars on campus who are not part of the challenge. The College Counselor reports to the Lead College Counselor.

Responsibilities and Duties:

- Collaborate and coordinate closely with the partner institution in such a way as to maximize value added and avoid duplication.
- Assist in coordination of a new student transition orientation on campus.
- Network and develop partnerships with existing programs that will provide students with resources, academic support, and opportunities to boost co-curricular participation.
- Assist students in becoming independent learners by providing them with the knowledge and resources on how to navigate through a postsecondary system, including: financial aid, SAP appeals, degree audits, and university reporting and compliance.
- Conduct outreach and intense one-on-one and small group advising sessions with students. Monitor and track academic progress and help establish early alerts and interventions for student success if not already in existence on campus.
- Serve as a mentor, resource, liaison and advocate for GEAR UP, DF, and DSF student enrollment, transition, persistence, degree plans and degree attainment.

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- Promote essential skills and techniques to including those related to time management, study strategies, and use of campus resources. such as time management, study skills and tutoring opportunities.
- Provide career development and advising activities to increase awareness of degree plan.
- Coordinate and oversee summer initiatives.
- Collaborate with the Daniels Fund and Denver Scholarship Foundation college liaisons on campus.
- Support students in maintaining their eligibility for the GEAR UP, DF, and DSF scholarships.
- Other assigned duties.

Minimum Qualifications:

- Bachelor's degree in education or related field
- Knowledge of financial aid/scholarships and college admission requirements and processes
- Experience working in a higher education environment
- Demonstrated ability to work effectively with diverse populations
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint

Preferred Qualifications:

- Master's degree in education or related field
- Bilingual, Spanish preferred
- Ability to collaborate with a variety of campus support services
- Data management experience
- 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 underrepresented students
- Ability to motivate others

Compensation

We offer a competitive salary range based on education and experience with a full benefit package.

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 Procedures

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Letter of Application and Resume or Vitae. Submit your completed application materials to: clangan@college-assist.org

They may also be sent to:

Colorado Department of Higher Education
Human Resource Department
1560 Broadway, Suite 1600
Denver, Colorado 80202
or faxed to : (303) 292-1606.



Application Deadline: This position is open until filled.

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.

