

COLORADO DEPARTMENT OF HIGHER EDUCATION

Position Announcement: Director of Admission and Access Policy

Responsibilities: Reporting to the Associate Deputy Director for Access and Student Services, the Director of Admission and Access Policy assists in the design, implementation, and monitoring of public policies related to the statutory responsibilities of the Colorado Commission on Higher Education and associated with student admission, remediation, concurrent/dual enrollment, and K-12 alignment. Incumbent will be administratively responsible for the planning, development, implementation, coordination, management and evaluation of the state's admissions, concurrent enrollment, and alignment policies, as well as serve as a liaison to pre-college programs and other access and entry programs. The Director will assist college and K12 partners in building a multi-faceted and integrated statewide admissions process that effectively introduces college options to middle and high school students, engages prospective students and their families, teachers and counselors in understanding the college's unique features, and aligns with state academic standards. Incumbent collaborates with other Department of Higher Education strategic outreach initiatives, including the College in Colorado program, Colorado GEAR-UP, and the College Access Challenge Grant outreach team. The position promotes collaboration among multiple stakeholders across the "P-20" sectors, including high school administrators and counselors, college admission and financial aid offices, public and private student access initiatives (e.g. TRiO programs). The position assists with the development and implementation of modifications to state admission and remediation policies; serves as liaison with institutional enrollment management officers; provides support for outreach initiatives.

Qualifications: Advanced degree from an accredited institution desired. Bachelor's degree from an accredited institution required. Three years of professional experience in enrollment management, student access services, concurrent enrollment management, education policy or similar experiences; excellent analytical and communication skills; the ability to synthesize information concisely; proficiency in Microsoft Office; and a willingness to take initiative and work in a team environment required. Candidates with experience in working closely with enrollment management offices and pre-collegiate access initiatives, knowledge of access policies and best practices, experience working with K12 schools and administrators, and demonstrated ability to work with diverse groups will be given priority.

The Department of Higher Education is an Equal Opportunity Employer

Salary Range: \$60,000 – \$75,000

Anticipated Start Date: July 1, 2011

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.
- 3. References.** A list of names, titles and current telephone numbers of three (3) employment references.

Submit your completed application materials to:

Cindy Langan
Human Resource Manager
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
clangan@college-assist.org

Application Deadlines: This position is open until filled. Initial consideration of candidates will take place on **June 6, 2011**. Applications may be mailed or delivered to the above address, or faxed (303) 269-1606. They may also be submitted in electronic format to: clangan@college-assist.org. Please type "Admission and Access" in the subject line.