

Colorado GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs

GEAR UP

Colorado GEAR UP is a federal grant that is funded by the U.S. Department of Education and is managed by the Department of Higher Education on behalf of the Governor's Office. Colorado GEAR UP is a pre-collegiate service program that helps prepare low-income and first generation students to meet the high expectations for high school graduation and college admission. Students who successfully fulfill program participation expectations and meet the scholarship criteria may be eligible to apply for the GEAR UP scholarship. For more information about our program, please visit www.coloradogearup.org.

Position Location

Downtown Denver

Position Description

Director of College Access and Success: The Director of College Access and Success will drive postsecondary access and matriculation opportunities for students under the guidelines, policies, and mission of Colorado GEAR UP. The Director of College Access and Success will be responsible for developing, implementing and managing students services that will result in an increase in persistence and degree completion at institutions of higher education. The Director of College Access and Success will manage college advisors.

Responsibilities

- Develop and implement a comprehensive and measurable plan to increase persistence and decrease time to degree completion by identifying baseline persistence and completion data with institutions.
- Develop sustainable relationships with 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.
- Develop and provide ongoing professional development opportunities for college and pre-collegiate advisors including but not limited to admissions, financial aid, academic advising, college survival tools and mentoring with an emphasis on transitioning students into becoming independent learners.
- Develop and oversee summer transition workshops, orientations, meet and greets and other student activities.
- Develop and oversee systems that will track and monitor students' academic achievement including early alerts and career and graduation plans.
- Coordinate timely data sharing and information between GEAR UP and institutions of higher education.
- Review, monitor and analyze data regularly to identify trends and roadblocks. Develop strategies and identify solutions that will boost student productivity and persistence.

- Collect and generate a grade and credit analysis each semester.
- Review and analyze persistence and completions rates annually.
- Other assigned duties.
- Reports to the Executive Director.

Minimum Qualifications:

- 5 years of experience in the field or related area
- Master's degree in education or related field
- Managerial 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:

2 years experience in a college setting with a pre-collegiate and 1st generation emphasis

Salary:

\$70,000 annually

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 a complete application package, which includes the following:

1. **Letter of Application**
2. **Resume or Vitae**
3. **Three Employment References**

Submit your completed application materials to: scott.mendelsberg.@dhe.state.co.us

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