

Project Administrator

Colorado GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs

Program Description

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

The Project Administrator will be responsible for assisting with implementation, maintenance and reporting for remedial and concurrent enrollment initiatives at GEAR UP schools in collaboration with school districts and institutions of higher education. The Project Administrator will also be responsible for overseeing all college readiness admission tests and assessments and CLEP.

Responsibilities

In collaboration with the leadership team, the Project Administrator will serve as a liaison to GEAR UP schools, school districts, institutions of higher education, digital education companies and partner organizations in effort to coordinate remedial, concurrent enrollment and testing and assessment initiatives at the GEAR UP high schools.

1. Remediation

- Directly oversee remediation implementation including but not limited to scheduling, course set-up, student registration, teacher training, course validation, enrollment, and host the online community.
- Arrange and monitor tutoring and/or other support mechanisms
- Serve as a liaison, resource and support person for GEAR UP Pre-Collegiate Advisors, high school teachers, tutors, and college instructors.
- Manage enrollment including new enrollments, continuing enrollments and withdrawals
- Serve as the liaison for troubleshooting and technical issues
- Conduct a GEAR UP orientation for new teachers
- Bridge together college instructors, high school instructors and other key players
- Regularly monitor course delivery, implementation, and progress on-site as needed
- Review and analyze course progress regularly and oversee reporting bi-weekly, monthly and end of semester reporting.
- Collect and maintain grades in the database and provide an end of the semester and end of the year report on outcomes
- Oversee transcript requests and manage transcripts in the database.

2. Concurrent Enrollment

- Assist in overseeing concurrent enrollment processes including but not limited to registration, enrollment, book purchasing, tutoring, and monitoring course progress.
- Promote and provide GEAR UP Pre-Collegiate Advisors with guidance on Guided Pathways including guaranteed transfer courses (GT) and intrusive advising.
- Conduct a GEAR UP orientation for college instructors, where applicable
- Regularly monitor course delivery, implementation, and progress on-site as needed, where applicable.
- Arrange and monitor tutoring and/or other support mechanisms
- Collect and maintain grades in the database and provide an end of the semester reports on outcomes
- Oversee transcript requests and manage transcripts in the database

3. Testing & Assessments

1. CLEP

- Directly oversee CLEP testing including training, test set-up, scheduling, pre-tests, registration and test administration.
- Monitor and provide on-site support for test sites and serve as a resource for GEAR UP Pre-Collegiate Advisors
- Serve as the liaison for troubleshooting and technical issues
- Collect, analyze and manage CLEP scores and credits earned in the database
- Provide reports on outcomes
- Oversee credit transfers and manage transcripts in the database

2. ACCUPLACER

- Monitor and provide on-site support for test sites and serve as a resource for GEAR UP Pre-Collegiate Advisors
- Serve as the liaison for troubleshooting and technical issues
- Collect, analyze and manage ACCUPLACER scores in the database and provide a report on outcomes

3. ACT

- Order and distribute ACT vouchers
- Collect, analyze and manage ACT scores in the database and provide a report on outcomes

4. Assist with other tests and assessments as assigned

4. Other

- Provide general administrative support to the executive director of GEAR UP
- Assist with travel arrangements
- Other duties as assigned

Minimum Qualifications

- 2 years of experience in a high school or college setting with a pre-collegiate and 1st generation emphasis
- Undergraduate degree in education or related field
- Knowledge of remediation and concurrent enrollment including articulation pathways and guaranteed transfer courses
- Knowledge of various college readiness and admission tests and assessments
- Must be well organized, detail oriented and able to multi-task in a fast paced environment
- 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

Compensation & Benefits

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