

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

Colorado Springs

Position Description

GEAR UP Site Coordinator: The GEAR UP Site Coordinator will be responsible for designing, developing, and implementing pre-collegiate services under the guidelines, policies, and mission of Colorado GEAR UP. The GEAR UP Site Coordinator will serve as a mentor, resource, and case manager to cohorts of students in individual and group settings. The GEAR UP Coordinator will be assigned to a middle school and a high school in order to follow, track, and to continue to support the cohorts.

Responsibilities in Middle School

- Recruit qualified students to participate in the GEAR UP Program.
- Build a strong GEAR UP presence in the school with Principals, teachers, staff, students, parents, and the community to gain support for student success.
- Build strong, mentoring relationships with students.
- Teach a study skills, career exploration, and college readiness curriculum in a group and/or individual setting. Create and develop a strong post secondary outlook in the school by providing college awareness and exposure and setting high expectations.
- Monitor, track, and analyze academic progress through report cards, standardized testing, and pre and post assessments.
- Utilize interventions for academic support to help ensure students will enter high school on academic grade level.
- Enter data regularly and accurately and conduct or participate in surveys and interviews as needed.
- Manage In-Kind match data collection as outlined in the grant.
- Responsible for site budget and expense reporting.
- Other assigned duties.

Responsibilities in High School

- Intense case management to help ensure retention.
- Monitor and track attendance and academic progress regularly. Set up early interventions for student success.
- In collaboration with the school, develop and deliver financial aid, scholarships, and post-secondary education information to students and parents.
- Conduct one-on-one and small group advising sessions with students.
- Network and develop partnerships with post secondary institutions and support programs to provide students with post secondary exposure and experiences to help ease the transition from high school to college and to build sustainability.
- In collaboration with the Leadership Team, the high school staff, and local colleges, develop and drive remedial curricula in math and English to ensure students will start college without the need for developmental courses.
- Assist and guide students through the college admissions process to include assessments, financial aid, college applications, senior essays, scholarships, and other necessary steps.

- Enter data regularly and accurately.
- Conduct or participate in surveys and interviews as needed.
- Plan and coordinate academic and/or enrichment summer opportunities for students.
- Manage In-Kind match data collection as outlined in the grant.
- Responsible for site budget and expense reporting.
- Other assigned duties.

Minimum Qualifications:

- Bachelor's Degree required; degree in education or related field preferred
- 3-4 years experience in a middle school and/or high school setting
- Knowledge of financial aid and college admissions
- Knowledge of standardized testing
- 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 students
- Ability to motivate others
- Ability to work with a diverse population
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint

Preferred Qualifications:

- Bilingual, Spanish preferred
- Knowledge of financial aid and college admissions
- Knowledge of standardized testing
- Data management experience

Reporting

Site Coordinator reports directly to the Associate Director.

Work Schedule

Work a school year (10 month) schedule that may include summer school programs and activities. Salary will be divided and paid out evenly over a 12-month period. Some in-state travel will be required twice a year.

Compensation & Benefits

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

Background check required.

To Apply:

Send your resume to scott.mendelsberg@dhe.state.co.us