Colorado GEAR UP
Gaining Early Awareness and Readiness for Undergraduate Programs

GEAR UP
Colorado GEAR UP is a 7-year 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 the program, please visit www.coloradogearup.org.

Locations
Commerce City, Colorado

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

Middle School Responsibilities
- Recruit qualified students to participate in the Colorado 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 and create and develop a strong post secondary outlook and culture in the school by providing college awareness and exposure and setting high expectations.
- Build strong, mentoring relationships with students and conduct one-on-one and small group advising sessions with students.
- 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 including remediation programming.
- Facilitate college readiness, study skills, and career exploration workshops.
- In collaboration with the Leadership Team, the high school staff, and local colleges, implement and oversee remedial curricula in math, reading and English to ensure students will start college without the need for remedial coursework.

High School Responsibilities
- Intense case managing to help ensure retention and grade promotion. Conduct one-on-one and small group advising sessions with students. Monitor and track attendance and academic progress regularly. Set up and monitor early inventions for student success.
- Facilitate college readiness, study skills, and career exploration workshops and assist students in building a college portfolio which will include guiding students through the college admission process including financial aid.
- Oversee and facilitate testing and assessments to include but not limited to ACCUPLACER, CLEP, and ACT.
- In collaboration with the school, create and develop a strong post secondary outlook and culture by providing college awareness and exposure and setting high expectations. Serve as a resource for financial aid, scholarships, and post-secondary education information to students, staff, and parents.
- In collaboration with the Leadership Team, the high school staff, and local colleges, implement and oversee concurrent enrollment coursework and remedial curricula in math, reading and English to ensure students will start college without the need for remedial coursework.
- 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.

Other Responsibilities

- Coordinate, facilitate, and monitor academic and/or enrichment summer opportunities for students.
- Participate in off-site college visits, fairs, job shadows and community service projects.
- 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.

Minimum Qualifications:

- Bachelor's Degree required; degree in education or related field preferred
- 2-4 years experience in a middle school, high school, or college setting
- 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 admission
- Knowledge of standardized testing
- Data management experience

Reporting

Pre-Collegiate Advisor reports directly to the Program Director or the Director of Financial Aid.

Work Schedule

Work a school year (10 month) schedule with a flex schedule in the summer. 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 benefits package.

Background check required.

To Apply:

Send your resume to scott.mendelsberg@dhe.state.co.us and specify the location you are interested in.