

Special Projects & Fiscal Coordinator

POSTING DATE: April 11, 2017

CLOSING DATE: April 24, 2017

COMPENSATION: \$ 3,916.67 - \$ 4,333.33 Monthly
\$47,000.00 - \$52,000.00 Annually

FLSA STATUS: Exempt; position is not eligible for overtime compensation

Department Information

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. The Department carries out the policies of the General Assembly and the Colorado Commission on Higher Education (CCHHE). The CDHE works in consultation with institutions, students, and other stakeholders to advance strategic policy initiatives that advance the CCHHE's Master Plan. Under its own authority, and through the CCHHE, the Department oversees and coordinates state policy for 13 public four-year institutions; 18 two-year institutions (including a system of 13 community colleges); two independent local district colleges; and three local area technical colleges. In addition, through the CCHHE the Department regulates private four-year institutions; and several hundred private occupational schools under the direction of the Board for Private Occupational Schools. The Department is organized into six divisions: Student Success and Academic Affairs; Policy and Legislative; Data and Research; Advocacy and Outreach; College Invest/College Assist; and Finance. In addition, pursuant to statute, for purposes of the state budget and certain administrative functions, the State Historical Society is authorized under the Department of Higher Education.

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.

DESCRIPTION OF JOB:

In collaboration with the leadership team, the Special Projects & Fiscal Coordinator 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.

Essential Duties & Responsibilities

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

a. 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

b. 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

c. Assist with other tests and assessments as assigned

4. Budget and Fiscal Coordination

- Manage and oversees the GEAR UP operating budget in collaboration with the DHE CFO and internal budget officer, including the tracking of expenses to budget.
- Initiate by entering into the state's accounting system (CORE) payments, receivables, and other transactions as directed by the Controller.
- Review the annual operating budget periodically to analyze trends affecting budget needs including rollover funds.
- Lead an annual, systematic review of all vendor relationships and monitor organization-wide purchasing, including procurement cards to ensure compliance with State Fiscal Rules procurement rules and established policies and procedures.
- Oversee and report in-kind support provided partners or third parties annually.
- Create and report budgetary items that are required by the U.S. Department of Education.
- Oversee compliance with and fiscal rules and procurement rules.

5. Other

- Organize logistics for professional development opportunities including conferences, retreats, meetings, workshops and travel.
- Organize logistics for student events and activities and provide support when needed.
- Oversee technology equipment, contracts and warranties and serves as a liaison for maintenance including upgrades.
- Provide general administrative support to the director of GEAR UP.
- Other duties as assigned

Report

The Special Projects and Fiscal Coordinator reports to Colorado GEAR UP's Program Director and for purposes of fiscal coordination is accountable to DHE's Chief Financial Officer and Controller.

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

PREFERRED QUALIFICATIONS:

Preferred Qualifications

Master's degree in education or related field

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 essential qualifications listed above and submit a complete application package, which includes the following:

1. **Cover Letter or Letter of Application**
2. **Resume or Vitae**

Submit your completed application materials to:

clangan@college-assist.org

or:

Cindy Langan
Human Resource Director
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202

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.