



COLORADO

Department of
Higher Education

1560 Broadway, Suite 1600
Denver, CO 80202

John Hickenlooper
Governor

Lieutenant Governor Joseph A. Garcia
Executive Director

Academic Project Manager Position Description

POSITION SUMMARY: Position's primary role is to serve as the coordinator/manager in a grant funded project related to FAFSA completion at both the state and national level. Responsible for both research activities and program coordination of multiple stakeholders involved in implementing grant objectives.

ESSENTIAL DUTIES/RESPONSIBILITIES: Essential duties of this position include:

- Supporting the work of the project at the state/system level by managing partnerships, preparing and convening meetings with stakeholders;
- Acting as the main point of contact for Colorado's FAFSA Completion website to state and national partners; Answering questions about functionality of website to current and potential partners
- Developing and tracking MOUs and data agreements with state and national partners;
- Assisting with reporting requirements, as outlined by funders;
- Serving as primary liaison to participating states, districts, and designated entities on issues related to FAFSA Completion.
- Tracking of all FAFSA Completion budget items
- Monitoring progress of partner institutions including budget, program and data needs

SUPERVISORY DUTIES: No direct supervision of staff.

OTHER DUTIES/RESPONSIBILITIES: Performs other duties as assigned.

ESSENTIAL JOB QUALIFICATIONS:

Knowledge, Skills and Abilities

- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Effective written and verbal communication skills.
- Understanding written sentences and paragraphs in work related documents.
- Strong analytical aptitude and awareness of regulatory systems.



- Computer skills.
- Motivating, developing, directing and supporting staff.
- Strong interpersonal skills.
- Knowledge of state fiscal rules, legal systems, and state activities.
- Experience working with regulatory or governing boards.
- FERPA knowledge

REPORTS TO POSITION TITLE: Chief Research Officer

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications:

The Academic Project Manager ideally possesses a broad understanding of academic topics relevant to higher education; a combination of organizational and research skills as indicated by experience or education; experience in grant project planning and management; demonstrated experience in working in a team environment of mutual respect and collaboration; strong problem-solving skills in analyzing data from multiple perspectives and in a variety of combinations; the ability to operate effectively and individually; excellent oral and written communication skills.

Education: Bachelor’s degree, Master’s Degree preferred, from an accredited college or university in research, higher education or related field and relevant experience.

Experience: Minimum of two (2) years of professional and academic experience in project management, grants management, education or related industry. Experience working with multiple stakeholders and grant programs preferred.

Substitution: Professional experience in the areas noted above which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the Master’s degree.

Definition of Professional Experience: Work that involves exercising discretion, analytical skill, judgment, and personal accountability, and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is acquired through an intense education or training program at a recognized college or university; and equivalent to the curriculum requirements for a bachelor’s or higher degree with major study in or pertinent to the specialized field.

Preferred Qualifications:

- Familiarity with Colorado higher education structure;
- FERPA knowledge
- Grant experience
- Project Management skills



Requirements: Valid Colorado state driver's license. Periodic in-state and out-of-state travel requiring occasional overnight stays. Criminal background check.

Working Conditions: Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday, may be required to work additional hours (evenings & weekends) depending on needs of the business.

This position is non-classified and exempt from the rules of the Colorado State Personnel Board. Position is not eligible for overtime compensation.

Employees at the Colorado Department of Higher Education are offered excellent benefits including; medical, dental, and life insurance. We provide a benefit allowance to offset the benefit cost. We participate in the ECO PASS Program at minimal cost to the employee.

Salary Range and Employment Duration

30 – 40 hours per week dependent upon candidate

Lower 40s to mid-50s contingent upon experience and part time or full time status.

This position is 100% grant funded. Funds are secured through September 2017.

Interested Applicants

Please submit a cover letter, resume, salary history, and the names and contact information of three references to:

Cindy Langan, DHE Human Resources
1560 Broadway, Suite 1600, Denver, CO 80202
Fax to 303-292-1606
Email to jobs@collegeinvest.org

Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

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.

