



COLORADO

Department of
Higher Education

1560 Broadway, Suite 1600
Denver, CO 80202

John Hickenlooper
Governor

Lieutenant Governor Joseph A. Garcia
Executive Director

College Counselor – Colorado Challenge Colorado Department of Higher Education

The **Colorado Challenge** is a partnership program that is targeted to improve college completion rates for students who are traditionally underrepresented. Colorado GEAR UP, Daniels Fund and the Denver Scholarship Foundation partnered with Adams State University, Colorado State University in Fort Collins and Pueblo, and Metropolitan State University to pool expertise and resources. The Colorado Challenge provides wrap around services from high school diploma to college degree in a four-year pilot that strives for four year degree completion. The goal is to create an effective and cost efficient model that can be replicated across the state.

Location:

Metropolitan State University Denver: 1 full time position (12 months)

Position: College Counselor

The College Counselor will be responsible for coordinating, developing and implementing college support services under the guidelines, policies, and mission of Colorado GEAR UP in collaboration with partner institutions of higher education, the Daniels Fund and the Denver Scholarship Foundation. The College Counselor will be responsible for increasing persistence and decreasing time to degree completion for students participating in the Colorado Challenge, including GEAR UP, Daniels Fund, and DSF Scholars. The College Counselor will help oversee college support program initiatives through students' first and second year of college and will follow each cohort through degree completion. The College Counselor will also assist in coordination and delivery of advising and support services to other GEAR UP, DF, and DSF Scholars on campus who are not part of the challenge.

Responsibilities and Duties:

- Assist in coordination of a new student transition orientation on campus.
- Network and develop partnerships with existing programs that will provide students with resources, academic support, and opportunities to boost co-curricular participation.
- Assist students in becoming independent learners by providing them with the knowledge and resources on how to navigate through a postsecondary system, including: financial aid, SAP appeals, degree audits, and university reporting and compliance.
- Conduct outreach and intense one-on-one and small group advising sessions with students. Monitor and track academic progress and help establish early alerts and interventions for student success if not already in existence on campus.



- Serve as a mentor, resource, liaison and advocate for GEAR UP, DF, and DSF student enrollment, transition, persistence, degree plans and degree attainment.
- Provide college survival tools and techniques such as time management, study skills and tutoring opportunities.
- Provide career development and advising activities to increase awareness of degree plan.
- Coordinate and oversee summer initiatives.
- Collaborate with the Daniels Fund and Denver Scholarship Foundation college liaisons on campus.
- Support students in maintaining their eligibility for the GEAR UP, DF, and DSF scholarships.
- Collaborate and coordinate closely with the partner institution in such a way as to maximize value added and avoid duplication.
- Other assigned duties.

Reporting

College Counselor reports to the Director of College Access and Success, also coordinating with the appropriate department at the partner institution.

Minimum Qualifications:

- Bachelor's degree in education or related field
- Knowledge of financial aid/scholarships and college admission requirements and processes
- 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 underrepresented students
- Ability to motivate others
- Demonstrated ability to work effectively with diverse populations
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint

Preferred Qualifications:

- Master's degree in education or related field
- Bilingual, Spanish preferred
- Data management experience

Reporting

College Counselor reports to the Director of College Access and Success, also coordinating with the appropriate department at the partner institution.

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. **Letter of Application**
2. **Resume or Vitae**
3. **Three Employment References**

Submit your completed application materials to:

Cindy Langan
Human Resource Director
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
clangan@college-assist.org

Application Deadline: July 24, 2014

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