

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

Downtown Denver

Position Description

Manager of College Pathways: The Manager of College Pathways will be responsible for designing, developing, and implementing remedial and concurrent enrollment opportunities for GEAR UP schools in collaboration with school districts and institutions of higher education. The Manager of College Pathways will also be responsible for overseeing all college readiness and admission tests and assessments including CLEP implementation. This position will also oversee the operating budget.

Responsibilities

- Develop sustainable partnerships with institutions of higher education and coordinate remedial coursework and concurrent enrollment opportunities with the GEAR UP schools, school districts, institutions of higher education, and digital education companies including negotiating tuition and fees
- Arrange, organize, and oversee college readiness assessments for course entry when applicable
- Train and oversee the GEAR UP Pre-Collegiate Advisors on remedial coursework implementation and concurrent enrollment processes including registration, enrollment, monitoring course progress, and reporting
- Assist the GEAR UP schools and institutions of higher education in hiring instructors and develop and facilitate a GEAR UP orientation for new instructors
- Monitor course delivery, implementation, and progress
- Collect, analyze and generate a grade and credit analysis each semester and manage credits in the database and oversee college transcripts
- Arrange and monitor tutoring and/or other support for remedial and concurrent enrollment coursework
- Develop and oversee CLEP testing including registration and test administration
- Collect, analyze and manage CLEP scores and credits earned in the database and oversee college transcripts
- Collect, analyze and manage all college readiness and admission tests and assessment scores in the database
- Manages and oversees the operating budget in collaboration with the Governor's office to code, process, and track expenses as well as with DHE's Controller to balance spending
- Reviews operating budget periodically to analyze trends affecting budget needs
- Works with GEAR UP staff to coordinate and track in-kind support by partners or third parties
- Reports budget data in the annual reports to the Federal Department of Education
- Other duties as assigned
- Reports to the Executive Director

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
- An understanding of the college admission process, financial aid and college pathways

- 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:

- Knowledge of remediation and concurrent enrollment including articulation pathways and guaranteed transfer courses
- Knowledge of various college readiness and admission tests and assessments
- Masters degree in education or related field
- Budget management experience

Salary:

\$50,000 annually

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

- 1. Letter of Application.** A letter of application which addresses how you meet the qualifications described in this announcement.
- 2. Resume or Vitae.** A detailed resume or vitae including all educational and professional experience.
- 3. References.** A list of names, titles and current telephone numbers of three (3) employment references.

Submit your completed application materials to: clangan@college-assist.org or faxed to (303) 292-1606 or they may be mailed or delivered to:

Human Resource Department
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202

Application Deadline: This position is open until filled. Initial consideration of candidates will take place immediately.

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