

**DEPARTMENT OF HIGHER EDUCATION**

Non-Classified Employment Opportunity

**Division of Private Occupational Schools/Program Specialist**

Job Title: Program Specialist  
Job Location: Downtown Denver (1560 Broadway, Suite 1600)  
Salary Range: \$3833.00 to \$4541.00 per month  
**Date Released:** October 21, 2014 **Apply By:** 4:00 pm October 31, 2014  
Employment Type: Full-Time/Non-Classified (Position is exempt from the State Personnel System)

**Information About The Job:**

**Mission Statement:** The Division of Private Occupational Schools is responsible for governing private occupational schools in Colorado as mandated by The Private Occupational Education Act of 1981, as amended. The purpose of the Division is to provide standards for and to foster and improve private occupational schools and their educational services and to protect the citizens of this state against fraudulent or substandard private occupational schools.

**Broad Scope of Position:** The Program Specialist's primary responsibility is to provide the day-to-day oversight and administration of approved private occupational schools operating in the State. This includes assessing applications for licensure; providing technical assistance and outreach; monitoring and ensuring compliance with regulatory compliance; maintaining school records and data; receiving and tracking student complaints; and enforcing compliance with surety requirements prescribed by law for the purpose of student protection. In addition, the Program Specialist assists the Division's Deputy Director and Division Director in the investigation of student complaints; enforcement/compliance related matters; and assists the Director in program/business development toward the accomplishment of Division goals and objectives. This position is a full-time, non-classified position exempt from the State Personnel Rules, reporting to the Division Director and serves at the pleasure of the Department of Higher Education as an at-will employee.

**Major Responsibilities and Duties:**

1. Position analyzes in-state and out-of-state new school and renewal school applications, for compliance with established minimum standards including, but not limited to surety coverage, agent permits, financial statements, school catalog and enrollment contract requirements, educational programs and courses, facilities and equipment, instructional staff, refund policy, advertising and maintenance of school and student records.
2. Works cooperatively with respective schools; maintains appropriate objectivity expected of a regulatory position; ensures compliance with statutory requirements by conducting onsite inspections of schools, detecting deficiencies and recommending appropriate corrective measures to the Division Director to resolve potential matters of noncompliance. Documents compliance with minimum standards and prepares summaries and reports to the Division Director and Board of Private Occupational Schools.
3. Advises and provides ongoing technical assistance and outreach to schools to ensure comprehension and compliance with minimum standards. Plans, coordinates and conducts periodic workshops and seminars to educate and inform schools of the necessary requirements to maintain compliance.
4. Monitors schools for fraudulent and substandard practices by receiving and tracking student complaints against schools, performs periodic audits of required school filings and conducts random onsite school inspections.
5. Serves as a resource to schools to educate and clarify requirements to adequately maintain, store and preserve essential student records according to law. Maintains closed records in

accordance to state records retention requirements and services requests for certified student transcripts. Establishes and maintains cooperative partnerships with other State and Federal regulatory agencies and industry-related representatives.

**Minimum Qualifications:**

Bachelor's degree and two years of related work experience in governmental regulation, occupational licensing, administrative law, or related field. Strong organizational skills are necessary, with proven ability to plan and execute program elements and accomplish program objectives. Excellent oral, written, and interpersonal communication skills. Resourceful, reform-oriented and able to take initiative in a changing environment and must communicate effectively, anticipating needs and keep team members informed of problems and issues affecting the office. Experience working with governing boards is a plus.

**Substitution:** A combination of professional work experience in governmental regulation, occupational licensing, administrative law or related field, may be substituted on a year-for-year basis for the bachelor's degree.

**Travel:** Travel may be necessary in a variety of weather conditions. This position requires the ability to travel independently throughout the state, including overnight stays. A valid Colorado driver's license is required throughout the term of employment.

**Special Necessary Requirements:** A condition of employment is the successful completion of a background check.

**How To Apply:**

Submit a letter of application, resume and a list of three professional references by no later than 4:00 P.M. on the above listed "Apply By" date to:

clangan@college-assist.org

Or FAX to: 303-292-1606

Or Mail to:

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

**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.**