

**Chief Student Success and Academic Affairs Officer**  
**Colorado Department of Higher Education**

**POSTING DATE:** November 30, 2015  
**CLOSING DATE:** Open until filled  
**COMPENSATION:** \$100,000 - \$110,000 per year

**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. In pursuing its mission, the Colorado Department of Higher Education will act as an advocate for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

**Description of Job:**

The Chief Student Success and Academic Affairs Officer (CSSAAO) plays a hands-on, senior-level role in the Colorado Department of Higher Education reporting directly to the Chief Operating Officer. The CSSAAO has high-level leadership and management skills along with top-level strategic insight and the ability to assist in the development and implementation of department initiatives.

Internally, the CSSAAO provides leadership to the Student Success & Academic Affairs Division made up of the following units: Gear Up, Colorado Challenge, Scholarship Initiative, Academic Affairs, and Student Affairs. The CSSAAO helps create a team culture of innovation, inclusivity and collaboration. Through the efforts of this leader and this team, the Department will be seen as a thought leader in developing, piloting and implementing creative solutions that assist our public institutions in attaining the CCHE Master Plan goals. With a keen eye toward accountability and return on investment, and in collaboration with our partners, this position seeks to implement policy changes focused on helping students find success in postsecondary opportunities. This leader spends a substantial portion of her or his time serving as Colorado's Director of Gear Up and providing oversight for the Colorado Challenge. Additionally, this position is dedicated to leading the Academic and Student Affairs teams as well as leading the Department's efforts on the Colorado Opportunity Scholarship Initiative.

Externally, the CSSAAO works with community partners and partner institutions of higher education to further expand our work beyond the Colorado Challenge to high schools across the State and to include additional college and university partners. The CSSAAO provides consultation and leadership to the COO and Executive Director of CDHE in developing new policy initiatives, and leads the development of student success initiatives that can be implemented statewide.

**Strategic Leadership, Policy Development and Communications**

- Grow and continuously improve the Colorado Challenge, build upon its success, while seeking a solution for long-term sustainability.
- Lead the GEAR UP team in ongoing achievements to improve student success in high school and preparation for success in postsecondary education.

- Create the synergies within the Student Success and Academic Affairs units including the alignment of our P-20 strategies and linkages to the workforce.
- Develop partnerships with national foundations, philanthropists, and state leaders to develop potential innovations/promising practices that can be assessed for success in Colorado and then work with our partners to implement statewide.
- Coordinate efforts by team members to reallocate Division resources toward activities that demonstrate success.
- Communicate closely with public institutions, community members, and other stakeholders as policies are developed or changed. Create a culture that encourages dialogue internally among Department staff and with external partners.

### **Operations and Management**

- Director of GEAR UP:
  - Accountable for administration of seven-year, \$35m grant including grant management, program effectiveness, and overall program quality and accountability. Oversight for program-spending authority and for leading efforts to secure continuation funding and development of new grant proposals.
  - Provide leadership and vision for GEAR UP team in developing and maintaining relationships with external partners and stakeholders and cultivating a highly functional team of internal personnel (approximately 32.5 FTE).
  - Accountable for performance reporting to the State and US Department of Education with a keen focus on measurable outcomes. Provides and encourages thought leadership regarding innovative practices that promote and enhance student success and college affordability.
- Oversight of the Colorado Challenge:
  - Accountable for this four-year \$5m pilot project including the advising and scholarship components as well as the development of an online advisory tool.
  - Provide leadership and vision for Colorado Challenge team in developing and maintaining relationships with external partners and stakeholders and cultivating a highly functional team of internal personnel (approximately 9.0 FTE).
- Grant management: Provide oversight for grants that fund the activities of the Academic and Student Affairs units. Seek additional grants to fund ongoing opportunities that align with the Department Vision and CCHE Master Plan.
- Policy Development, Implementation and Oversight: Maintain updated CCHE policies and Department procedures that reflect statutory changes and Governor's policy changes. Collaborate with public institutions in developing and implementing new policy and communicate broadly to stakeholders (including students and parents) affected by these changes.
  - Oversees academic initiatives related to student success and outcomes including persistence, retention, transfer, reverse transfer, developmental education, and graduation.
  - Oversees the academic affairs unit as it interprets system, institutional and campus policies related to student academic and nonacademic issues and communicate these policies to enrolled or prospective students and families. Oversees the academic affairs unit work on educator preparation and P-20 alignment efforts.
  - Oversees the student affairs unit as it develops and implements policy around student success initiatives such as concurrent enrollment, enrollment management, remedial education, guided

pathways, and supplemental academic instruction. This includes the implementation of P-20 alignment initiatives.

- **Personnel Management:** Oversee and support the Student Success and Academic Affairs Division (approximately fifty team members) and its main units (Gear Up, Academic Affairs, Student Affairs (including Colorado Challenge), and Scholarship Initiative). Provide oversight, coaching and management expertise to the supervisors of these units, create professional development and training plans for the Division that are inclusive of CDHE-wide efforts, and ongoing personnel management.
- **Budget Management:** Manage GEAR UP, Colorado Challenge and general fund/cash fund budgets for the Division. Work to align resources more closely with the Department vision.
- Other duties as assigned by the COO or ED.

## **PROGRAM DESCRIPTIONS**

**Colorado GEAR UP**, Gaining Early Awareness and Readiness for Undergraduate Programs, is a federal grant that is funded by the U.S. Department of Education and is managed by the Colorado Department of Higher Education on behalf of the Governor's Office. Colorado GEAR UP is a pre-collegiate service program that is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Colorado GEAR UP serves up to 6,000 students beginning in the 8th grade through their first year of college in 11 districts, 16 high schools and 20 middle schools. Visit [www.coloradogearup.org](http://www.coloradogearup.org) to learn more about the program.

**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 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.

**The Colorado Opportunity Scholarship Initiative's** mission is to create a network of student support and scholarship programs throughout the state. By increasing student success and financial resources Colorado youth will experience greater rates of postsecondary access, persistence and retention. To achieve this, the Colorado Opportunity Scholarship Initiative will identify and fund student support programs that demonstrate measurable success in closing the attainment gap and will also award a series of matching scholarship grants to increase private educational contributions in Colorado.

### Minimum Qualifications:

- Master's degree in higher education, education, business or public administration or other related field or equivalent leadership experience
- At least seven years of progressive administrative or leadership experience in an educational setting, non-profit organization, foundation or private sector business
- Excellent management and organizational skills, with the ability to grow staff and support their professional development
- Excellent interpersonal and written communication skills and public relations skills
- Passion and experience working with diverse populations including socially and economically disadvantaged, low-income, first generation and/or minority students
- Experience with policy development
- Ability to work effectively and diplomatically with groups of faculty, staff and students
- Knowledge and ability to oversee grant writing efforts and grant management

- Experience in budget development and monitoring and project management
- Experience with Microsoft Office including Word, Excel, and PowerPoint
- Some travel required

Preferred Qualifications:

- Master or Doctoral degree in education or higher education
- Knowledge of postsecondary preparedness, admissions, enrollment management, financial aid and financial literacy
- Knowledge of college placement and entrance tests and assessments and state standardized tests
- Experience with student affairs, admission policy, remedial education policy, concurrent enrollment policy and implementation, K-12 education system and P-20 alignment
- Understanding of academic, career and student services advising at pre-collegiate and collegiate levels
- Ability to promote innovative approaches in teaching, assessment and student learning
- Knowledge of college organization, policies and procedures, including academic and student affairs
- Experience with faculty affairs and academic policy, academic program planning, educational policy, curriculum review, and program evaluation.
- Understanding of the alignment and data connections of postsecondary programs to the workforce and the ways in which this improves our State's economy.

**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](mailto:clangan@college-assist.org)

**OR:**

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

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.

**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.**