

Pre-Collegiate Advisor

Colorado Department of Higher Education

Colorado GEAR UP Gaining Early Awareness and Readiness for Undergraduate Programs

POSTING DATE: July 12, 2017

CLOSING DATE: July 21, 2017

COMPENSATION: \$37,500 - \$40,000 Annually

GEAR UP

Colorado GEAR UP is a 7-year 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 the program, please visit www.coloradogearup.org.

Location

Aurora Central High School, Aurora, Colorado

DESCRIPTION OF JOB:

The GEAR UP Pre-Collegiate Advisor will be responsible for coordinating, developing, and implementing pre-collegiate services under the guidelines, policies, and mission of Colorado GEAR UP. The GEAR UP Pre-Collegiate Advisor will serve as an advisor, mentor, resource, and case manager to cohorts of students in individual and group settings. The GEAR UP Pre-Collegiate Advisor will be assigned to a high school in order to follow, track, and to continue to support the cohorts. This position will also support a cohort of college students.

Responsibilities

- Intense case managing to help ensure retention and grade promotion. Conduct one-on-one and small group advising sessions with students. Monitor and track attendance and academic progress regularly. Set up and monitor early interventions for student success.
- Facilitate college readiness, study skills, and career exploration workshops and assist students in building a college portfolio which will include guiding students through the college admission process including financial aid.
- Oversee and facilitate testing and assessments to include but not limited to ACCUPLACER, CLEP, ACT and SAT.
- In collaboration with the school, create and develop a strong post-secondary outlook and culture by providing college awareness and exposure and setting high expectations. Serve as a resource for financial aid, scholarships, and post-secondary education information to students, staff, and parents.
- In collaboration with the Leadership Team, the high school staff, and local colleges, implement and oversee concurrent enrollment coursework and remedial curricula in math, reading and English to ensure students will start college without the need for remedial coursework.
- Network and develop partnerships with post-secondary institutions and support programs to provide students with post-secondary exposure and experiences to help ease the transition from high school to college and to build sustainability.

Other Responsibilities

- Coordinate, facilitate, and monitor academic and/or enrichment summer opportunities for students.

- Participate in off-site college visits, fairs, job shadows and community service projects.
- Enter data regularly and accurately and conduct or participate in surveys and interviews as needed.
- Manage in-kind match data collection as outlined in the grant.
- Responsible for site budget and expense reporting.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree required; degree in education or related field preferred
- 2-4 years experience in a middle school, high school, or college setting
- Self-starter & self-directed
- Ability to work independently as well as be a team player
- Must have strong organizational skills, able to multi-task and detail oriented in a fast paced environment
- Excellent verbal and written communication skills
- Results oriented
- Passionate about the success of students
- Ability to motivate others
- Ability to work with a diverse population
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint

Preferred Qualifications:

- Bilingual, Spanish preferred
- Knowledge of financial aid and college admission
- Knowledge of standardized testing
- Knowledge or remedial education , concurrent enrollment and Guided Pathways
- Data management experience

Reporting

Pre-Collegiate Advisor reports directly to the Program Director.

Work Schedule

- This is a full time position. Employees will be required to telecommute during summer months when schools are not in session. Telecommuting is a work arrangement in which employees, for a period of their scheduled work hours, perform their regular job responsibilities away from their primary business location utilizing telecommunication and information technology as appropriate.
- Some evenings required
- Some in-state and out of state travel required
- This is a grant funded position that will expire in September of 2018.

Compensation & Benefits

We offer a competitive salary range based on education and experience with a full benefits package.

Application Procedures

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following:

1. Letter of Application
2. Resume or Vitae

Submit your completed application materials to: clangan@college-assist.org

Or:

Colorado Department of Higher Education

Attention: Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

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.