VACANCY ANNOUNCEMENT

Montana University System
Office of the Commissioner of Higher Education
560 North Park Avenue / P.O. Box 203201 / Helena, MT 59620-3201

Job Title: Dual Enrollment Program Manager
Position #: 51280005
Location: Helena, Montana
Wage: $25.24 to $27.64 per hour dependent upon qualifications and experience
Status: Full-time. Position is contingent upon continued grant funding.

The Office of the Commissioner of Higher Education (OCHE) seeks a Program Manager for dual enrollment programs in the Montana University System. Last year, over 6,000 students took college courses for credit while still enrolled in high school. Dual enrollment participation is poised to grow even more under Montana’s new “One-Two-Free” Program that allows students to take two college courses without paying any tuition. Students who complete dual enrollment courses are more likely to attend college and more successful once they get there. The MUS Dual Enrollment Program Manager will play a key role in advancing dual enrollment programs throughout the state, with an emphasis on quality enhancement, rural access, and Career & Technical Education (CTE).

The Montana University System (MUS) is the state-supported system of higher education in Montana governed by the Board of Regents and administered by OCHE. The MUS enrolls more than 40,000 students at 16 public universities and colleges in one of the most beautiful and geographically diverse states in the nation.

This position is a full-time classified staff position covered by the MUS Staff Compensation Plan. MUS staff are eligible for employee benefits (health insurance, sick leave and vacation leave, state holidays and retirement program) in accordance with state law. MUS employees are eligible to use certain college tuition waivers in accordance with Board of Regents policy.

Description of Work Unit and Position Overview:

The MUS Dual Enrollment Program Manager reports to the State Director of Career & Technical Education in the Office of the Commissioner of Higher Education.

The Program Manager is responsible for the administration and oversight of dual enrollment programs throughout Montana and is also charged with leadership of the new “One-Two-Free” Dual Enrollment Program.

The Program Manager will be deeply involved in the development of dual enrollment vision and strategy and will be responsible for day-to-day management of dual enrollment at a statewide level.
Specific responsibilities will include coordination of campus-based dual enrollment coordinators, assessment and data reporting, communications and outreach, and engagement of national organizations related to dual enrollment.

The Program Manager will also work closely with our partners at the Office of Public Instruction (OPI) to promote best practices and collaboration between high schools and two-year campuses throughout Montana.

Duties also include assisting the Deputy Commissioner for Academic, Research, and Student Affairs (ARSA) and State CTE Director with a variety of activities related to dual enrollment and k-12 partnership.

**Duties and Responsibilities:**

- Provide professional, effective management of dual enrollment programs offered through the Montana University System
- Assist in the development of a vision and strategy for MUS dual enrollment that is in alignment with national best practices, federal guidance, and senior OCHE leadership.
- Work with stakeholders to grow awareness of dual enrollment opportunities for Montana high school students.
- Expand dual enrollment opportunities the fields of Career & Technical Education (CTE) and in rural/frontier areas of Montana.
- Serve as an advocate and point of contact for key dual enrollment stakeholders (k-12, post-secondary, legislature, state agencies, community, media).
- Regularly convene meetings with campus dual enrollment staff to increase understanding of mission and facilitate its successful execution system wide.
- Work with OCHE and OPI staff to collect data demonstrating program efficacy, engagement, and impact, wherever possible.
- Advance the interests of dual enrollment by attending national conferences when needed
- Facilitate increased coordination among related programs (Perkins, GEAR UP, ETS/TRiO and other new and emerging resources) to mutually support Montana students.
- Update the Dual Enrollment portion of the MUS website
- Advise on or develop (as requested) policy initiatives to meet proposed dual enrollment objectives.
- Work with OCHE staff and campus dual enrollment staff to resolve technical issues or other issues related to dual enrollment, as needed.

**Desired Knowledge, Qualities, Skills:**

- Knowledge of current secondary and postsecondary education trends
- Some knowledge of national best practices surrounding dual enrollment, and positive impact of dual enrollment on student outcomes
- Knowledge of the Montana University System and/or Montana’s k-12 system
- Desire for an environment that allows for both independent and collaborative work
- Willingness to show initiative and add innovative thinking to the ARSA division
- Friendly, professional manner when working with colleagues and external stakeholders
- High degree of accuracy, organization, and attention to detail
- Interest in working with diverse populations and promoting diversity and inclusion
• Ability to critically assess complex challenges and develop practical solutions
• Ability to organize, summarize, and report information in a narrative
• Ability to meet strict deadlines and function under time constraints
• Excellent verbal, written, and web-based communication skills
• Ability to effectively engage postsecondary institutions, business and industry partners, secondary institutions, and other state agencies
• General competency using productivity software including Microsoft Outlook, Word, Excel, Access, and PowerPoint
• Ability to promote programs and events through website and social media
• Excellent grammar, composition, and proof-reading skills

Required Qualifications:

• Master’s degree; or a Bachelor’s degree with a minimum of three years working in a secondary and/or post-secondary institution, district, or system.
• Applicants with a combination of education and experience equivalent to a master’s degree will be considered.

Application Requirements and Deadlines:

Application requirements consist of items one through four below:

(1.) a letter of interest specifically relating the applicant’s experience and qualifications to the position;
(2.) a resume;
(3.) a list of three professional references with contact information; and
(4.) a completed State of Montana employment application.

Online submission is preferred at: http://statecareers.mt.gov/. Applicants may also submit materials to OCHE (Attention: Human Resources), PO Box 203201, Helena, MT 59620-3201.

This position is open until filled. Candidates should submit required application materials by April 10, 2019 to be considered in an initial screening of applications. This position is eligible for veterans’ preference in accordance with state statute.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Office of the Commissioner of Higher Education at 406-449-9155. TDD users may use the relay service by dialing 711.

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