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: Pre-College Advisor
Educational Talent Search Program

Position #: 51200611 & 51200052

Location: Browning School District / Heart Butte School District

Wage: $16.50 per hour

Status: 10 Month Position focused around an academic calendar
Position is contingent upon continued grant funding.

Openings: 2

Description:

Mission: The mission of METS is to advise low-income, first generation participants to complete high school credentials, while preparing them for post-secondary education and a successful career.

The Office of the Commissioner of Higher Education (OCHE) seeks two Talent Search Pre-College Advisors to work with our students in the Browning School District and in the Heart Butte School District. The successful candidate in each position will advise, counsel and encourage participants to complete high school and prepare for opportunities in post-secondary education. The positions primarily work with middle school and high school students.

Each position is a full-time classified staff position covered by the Montana University System (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.

The Montana Educational Talent Search Program is federally funded under the TRIO programs from the U.S. Department of Education and administered through the Office of the Commissioner of Higher Education.
Commissioner of Higher Education. The program serves 1,287 low income and/or first-generation college students in grades 6-12, a significant percentage of whom are Native American. The program serves four target areas throughout Montana with a central office located in Helena. The program is currently funded on a five-year cycle with current funding through August 31, 2021.

More information on the program may be found at www.ets.mus.edu.

**Duties and Responsibilities**

- Work remotely and with minimal supervision to accomplish grant goals and metrics
- Create and maintain a working relationship with other METS staff, including working directly with one other local Pre-College Advisor
- Recruit, screen and determine the eligibility of students for program services
- Provide program services to students and their families in a variety of formats, including but not limited to: in-person group/individual meetings, web-based meetings, workshops, emails, and letters
- Assist with planning, developing, and implementing services and content for presentations and workshops on career planning, college decision making, and financial aid information
- Develop and deliver program curriculum to participants
- Assist students in setting goals for post-secondary education and career options
- Provide individual academic advising to students
- Maintain accurate database information and student records through both hard copy and electronic formats
- Responsible for entering participant information in the program database
- Plan and conduct campus and career visits
- Coordinate, interact with, and maintain positive working relationships with school staff including principals, teachers and counselors on behalf of METS participants
- Ability to travel to target area schools as well as the ability to participate in overnight and weekend travel as necessary for program operation
- Work closely with Director on meeting grant goals and objectives

**Required Qualifications**

- Bachelor’s degree in education, counseling, or related field.
- Ability to effectively develop working relationships
- Knowledge of K-12 school districts either through experience working for a school district, or other equivalent experience
- Highly detail-oriented and experience documenting a work schedule
- Must possess a strong desire to promote educational achievement and opportunity to
participants who would not typically consider higher education

• Have reliable transportation, including proof of mandatory liability insurance coverage, for use on OCHE business. Mileage reimbursement for travel on approved OCHE business will be made in accordance with OCHE policies.

• Effective written and oral communication skills

• Familiarity and experience with computer applications including Microsoft products

Preferred Qualifications

• Experience working with low-income and first-generation students

• Prior experience working with target school districts:
  o Browning School District and/or Heart Butte School District

• Understanding of financial aid and scholarship options for students interested in Higher Education

• Experience with a cloud-based database and experience with data and records management

• Previous work with Native American populations

Application Requirements and Deadlines:

Application requirements consist of items one through three below:

(1.) a letter of interest relating the applicant’s experience and qualifications to the position;

(2.) a list of three professional references with contact information; and

(3.) 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.

Each position is open until filled. Candidates should submit required application materials by 5:00 p.m. on Monday, February 3, 2020 to be considered in an initial screening of applications. Each position is eligible for the American Indian employment preference and veterans’ preference in accordance with state statute. Approval will be obtained before contacting the candidates’ current employer.

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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