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: Perkins Program Manager
Position #: 51280004
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 the Carl D. Perkins Grant Act and Career & Technical Education (CTE) for students throughout Montana. This position plays a key role in advancing career readiness for Montana students and workforce development for the State of Montana.

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 Program Manager for the Carl D. Perkins Grant Act and Career & Technical Education 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 the Montana’s Carl D. Perkins grant funds for eligible postsecondary institutions and programmatic initiatives as identified by the OCHE. This federal formula-based grant awarded to OCHE in partnership with the Office of Public Instruction (OPI), providing fourteen of Montana’s two-year postsecondary institutions with over $1.5 million in annual support for career and technical education (CTE).

The Program Manager is responsible for reviewing and approving the postsecondary Carl D. Perkins local application grants for the State’s two-year, community, and tribally controlled colleges. This position administers funds from State’s postsecondary federal Carl D. Perkins Grant Act allocation in the following areas: State Leadership, Local Application, and Rural Reserve.
The Program Manager is also responsible for coordinating technical support for the Montana Career Pathways Program (https://www.mus.edu/mcp/) which is a college and career readiness partnership between the Office of the Commissioner of Higher Education and the Office of Public Instruction.

Duties also include assisting the Deputy Commissioner for Academic, Research, and Student Affairs (ARSA) and State CTE Director with a variety of career and technical education partnership opportunities.

**Duties and Responsibilities:**

- Assist with management and oversight of the State’s Carl D. Perkins Grant Act award and the distribution of its funds to eligible postsecondary institutions that provide career and technical education
- Assist in reviewing postsecondary Perkins Local Application and Strengthening Montana Career Pathways submissions, process amendments, and monitor the collection of quarterly reports
- Ensure Local Applicants and Pathways receiving campuses and the State utilize Carl D. Perkins funds in compliance with federal rules and regulations
- Provide guidance to Local Application and Pathways Grant Recipients to keep two-year workforce education strong and focused on meeting local and regional industry need and labor market demand
- Develop partnerships with state agencies, industry, and educational agencies that increase employment opportunities for two-year students in workforce programs
- Advance the interests of career and technical education by attending national conferences when needed
- Update and disperse the Perkins Local Application and Strengthening Montana Career Pathways Request for Proposals
- Assist in scheduling and conducting regular technical assistance conference calls with the Perkins Local Applicants and Strengthening Montana Career Pathways coordinators
- Share state and national best practices in Perkins funds utilization
- Assist in the preparation and submittal of the Consolidated Annual Report (in conjunction with the Office of Public Instruction) to the U.S. Department of Education
- Conduct Perkins monitoring visits, including periodic reviews for civil rights compliance under the Methods of Administration program
- Provide assistance with the facilitation of state leadership activities identified in the Montana State Plan
- Update the Carl D. Perkins and Montana Career Pathways portion of the MUS website

**Desired Knowledge, Qualities, Skills:**

- Knowledge of current trends in Career & Technical Education and workforce development at the secondary and post-secondary levels
- Some knowledge of the Carl D. Perkins Grant Act
- Knowledge of the Montana University 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
• Ability to understand complex budgets
• General competency using productivity software including Microsoft Outlook, Word, Excel, Access, and PowerPoint
• Specific experience with data collection, management, and analysis using Microsoft Excel and/or related software
• General competency using Adobe Acrobat
• 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 career and technical education, career pathways, postsecondary education, or federal grant administration
• 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/](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 3, 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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