VA CANCY 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: College Access Manager
Pre-College Access Programs
Position #: 51216004
Location: Helena, Montana
Wage: $20.00 to $21.10 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 College Access Manager to coordinate college access efforts of its two U.S. Department of Education program grants. The position coordinates both state-wide and target school efforts on college access for middle school and high school students in Montana. This position is a shared position with both the Montana Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP) and Montana Educational Talent Search (METS) federal grant programs, with a direct reporting line to the GEAR UP Director.

The College Access Manager will support the efforts of the OCHE College Access Team by working directly with the College Access Senior Program Manager. The College Access Team has several initiatives and goals the position will support and manage. The primary work duties will include OCHE based local support with program communities implementing the statewide college access initiatives while driving program specific initiatives and expanding their work in the local communities.

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

Duties and Responsibilities:

College Access
• Coordinates program specific program services for college access (i.e. First Year Services
and Re-Entry).

- Supports the College Access Team’s Arc of College Access events and initiatives including, but not limited to, College Application Week, FAFSA awareness, College Signing Week, and First-Generation Day Celebration.
- Coordinates and solicits survey data to drive program needs.
- Coordinates GEAR UP First Year Services for students’ freshman year on a Montana post-secondary campus.
- Assist in the collection of data from partner campuses and actively participates in analyzing the data in a manner that drives improvement of overall outcomes.
- Develops and distributes materials related to FYS programming.
- Assists in distributing and creating outreach materials to various program stakeholders.
- Identifies and tracks participants needing help to reenter the education pipeline to earn a high school diploma or post-secondary credentials for METS.
- Provides assistance to METS participants wanting to reenter the education pipeline.
- Plan and implement Re-Entry Workshops in service areas to help students reenter the education pipeline for METS.
- Maintains spreadsheets on METS graduation cohorts for annual progress reporting and analyzes data to determine trends.
- Collects content for the College Access Quarterly Newsletter

General

- Ensures there are no duplication of services between GEAR UP and METS in the local communities.
- Assist both GEAR UP and METS Directors as necessary.
- Special projects as designated.
- Required travel in support of GEAR UP and METS programming goals and objectives.
- Both GEAR UP and METS database entry as needed.
- Creates content for METS quarterly newsletter and the GU newsletter.
- Chaperoning students as necessary for programming events.
- Attend required professional development for both programs.
- Other duties as assigned.

Qualifications:

- Bachelor’s degree.
- Experience managing and/or supporting multiple projects at once.
- Demonstrate knowledge of financial literacy.
- Experience working with Microsoft Office applications.
- Superior oral and written communication skills.
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/](http://statecareers.mt.gov/). Applicants may also submit materials to OCHE (Attention: Human Resources), PO Box 203201, Helena, MT 59620-3201.

The position is open until filled. Candidates should submit required application materials by 5:00 p.m. on Monday, December 6, 2021 to be considered in an initial screening of applications. The position is eligible for 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.

AN EEO EMPLOYER