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: GEAR UP Communication and Operations Manager
Position #: 51216002
Location: Helena, Montana
Wage: $25.00 per hour
Status: Full-time. Position is contingent upon continued grant funding.

The Office of the Commissioner of Higher Education (OCHE) seeks a highly motivated individual to work with the Montana Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP).

This 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.

Description of Work Unit: The U.S. Department of Education awarded the Montana Office of the Commissioner of Higher Education a seven-year, $24.5 million GEAR UP grant in September 2017. The Montana GEAR UP program works with more than 5,000 students in eighteen middle schools and their receiving high schools in low-income communities to develop a college-going culture. Thirteen of these schools are located on or near American Indian reservations.

Montana GEAR UP believes that postsecondary education is possible for all Montana students, regardless of economic background. Montana GEAR UP supports schools, students, and their families to increase students’ college and career readiness through various services, such as career and college awareness activities and resources, college readiness programs, financial aid information, academic preparation and enrichment activities, job shadowing, college visits, summer enrichment programs, counselor resources, professional development, and parent engagement programs. This is Montana’s fourth grant, with the first three grants being awarded in 1999, 2005, and 2011.

Duties and Responsibilities:
- Oversees the GEAR UP program’s communication plan to manage outreach efforts with vested stakeholders
- Develop and implement an annual communication plan to support various GEAR UP related activities, as well as work on various newsletters
- Oversees and updates the GEAR UP web pages to maintain current information
• Work with OCHE staff to update GEAR UP related content on the MUS portal
• Plan and coordinate all activities related to conducting Montana GEAR UP’s Youth Leadership Academy (YLA)
• Assist the director in the management of several large-scale contracts
• Coordinate with MUS procurement staff in the annual purchasing of t-shirts, planners, and other program related materials to be distributed to various stakeholders
• Design various publications, flyers, forms, and visual effects to support initiatives related to GEAR UP, as well as OCHE’s focus on college access
• Participates in the creating, printing and/or purchasing of outreach materials.
• Utilize various GEAR UP social media accounts to share information for public dissemination
• Provide leadership to the GEAR UP team in coordinating with MUS procurement and accounting on matters related to purchasing and/or travel
• Provide program level leadership in arranging meetings and professional development, including taking minutes and coordinating meeting records as needed
• Assist with GEAR UP daily tasks including scheduling, travel arrangements, travel reimbursements, meeting prep, and tracking travel related expenditures
• Support GEAR UP and College Access Team on special projects assigned by the Director
• Other duties as assigned

Qualifications:
• A bachelor’s degree is required. Educational or work experience that is relevant to the core functions of this position is preferred, including but not limited to college access and student support oversight, project supervision and communications.
• Excellent attention to detail and organizational skills
• Superior oral and written communication skills
• General competency using productivity software including Microsoft Outlook, Word, Excel, Access, and PowerPoint
• Familiarity with multiple forms of social media and their usability.
• Ability to work as a team player and build relationships
• Knowledge of and/or experience with office management college access, public communications, financial literacy, cultural relevancy, and parent engagement
• Previous work experience with Native American populations preferred
• Prior experience working in grades 6-12 or a higher education setting preferred

Application Requirements and Deadlines:

Application requirements consist of items one through four below:

1. a letter of interest 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: https://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 Tuesday, August 23, 2022**, to be considered in an initial screening of applications. This 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.

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