Montana University System  
Office of the Commissioner of Higher Education  

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VACANCY ANNOUNCEMENT  
Posted July 10, 2023  

Job Title: Outreach Advisor  
Educational Opportunity Center  
Position #: 51230018  
Location: Missoula, Montana  
Wage: $19.00 per hour  
Status: Year-round (12-month) position  
Position is contingent upon continued grant funding.  

The Office of the Commissioner of Higher Education (OCHE) seeks an Outreach Advisor for the OCHE based TRIO Educational Opportunity Center grant. The successful candidate in the position will provide services to adult clients to support them in completing high school graduation, Hi-SET completion, financial literacy, college application support, and/or assisting in the client enrolling in higher education. This Outreach Advisor position will be based in Missoula serving the counties of Lake, Missoula, Powell, and Ravalli. There is one other Outreach Advisor position based in Butte serving the counties of Beaverhead, Deer Lodge, Granite, and Silver Bow. Both Outreach Advisor positions will work closely with other EOC Program staff at OCHE, located in Helena, Montana.  

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.  

Description of Work Unit: The Office of the Commissioner of Higher Education (OCHE), the administrative arm of the Montana Board of Regents (BOR) administers a federal U.S. Department of Education TRIO Pre-College OCHE TRIO grant, Educational Opportunity Center. Educational Opportunity Center serves 850 eligible clients annually in eleven western Montana counties. With its unique position at the state level, EOC will support and lead ongoing initiatives to strengthen the college access strategies of state and target area schools and counties.  

Educational Opportunity Center (EOC) provides counseling and information on college preparatory services to eligible adults who want to enter or continue a program of higher education. Target clientele focuses on student resident access for the forty percent of high school students who do not initially enroll in higher education, students who stopped out of the education pipeline, or those who want to enhance skills for job growth. Services include financial literacy, financial aid assistance, academic advice, personal counseling, career workshops, information on the types of higher education opportunities available, assistance in completing college application process, media activities designed to involve and educate the community with
higher education opportunities, tutoring, mentoring, and education opportunities specifically available for current or retired military personnel and their families. The goal of EOC is to increase the number of adults who enroll in higher education.

**Duties and Responsibilities:**

- Work at OCHE designated worksite at Missoula College and with minimal supervision to accomplish grant goals and metrics;
- Organize and provide permissible services to eligible clients in target counties;
- Create and maintain a working relationship with other EOC staff;
- Recruit, screen, and determine the eligibility of clients for program services;
- Provide program services to clients in a variety of formats, including but not limited to: in-person group/individual meetings, web-based meetings, workshops, emails, phone calls, and letters;
- Assist with planning, developing, and implementing services and content for presentations and workshops on high school diploma completion (Hi-Set), career planning, college decision making, and financial aid information;
- Assist clients in setting goals for post-secondary education and career options;
- Maintain accurate database information and client records through both hard copies and electronic formats;
- Entering client information and contacts into database;
- Coordinate, interact with, and maintain positive working relationships with community stakeholders including campus personnel, community organizations, and alternative high school personnel.
- Ability to travel to target counties/cities as well as the ability to participate in overnight and weekend travel as necessary for program operations;
- Work closely with Director on meeting grant goals and objectives;
- 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.
- Other duties as assigned;
- This position requires weekly travel to target counties, and occasional travel to other grant target counties, and professional development both in-state and out-of-state.

**Required Qualifications:**

- Associate’s degree.
- Ability to effectively develop working relationships.
- Knowledge of secondary or post-secondary education through experience working for a school district, campus, education program, or other equivalent experience.
- Detail-oriented.
- Experience documenting a work schedule.
- Possess a strong desire to promote educational achievement and opportunity to clients who would not typically consider higher education.
- Effective written and oral communication skills.
- Experience with computer applications, including Microsoft products.
Preferred Qualifications:

- Bachelor’s degree.
- Previous experience working with TRIO programs.
- Previous experience working with adult populations, veterans, or traditionally underrepresented populations.
- Knowledge of higher education, financial literacy, and/or the college application process.
- Familiarity with outreach and recruitment activities.

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: [https://statecareers.mt.gov/](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 Monday, July 24, 2023**, 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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