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 #: 51200613
Location: Great Falls, Montana
Wage: $16.50 per hour
Status: Year-round (12-month) position
Position is contingent upon continued grant funding.

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.

Description of Work Unit
The Office of the Commissioner of Higher Education (OCHE) seeks a Talent Search Pre-College Advisor to work with our students in the Great Falls School District. The successful candidate in the position will recruit, advise, counsel, and encourage participants to complete high school and prepare for opportunities in post-secondary education and future post-high school plans. The position primarily works with middle school and high school participants located in Great Falls. This position works with one other local Pre-College Advisor for the Great Falls area.

The Montana Educational Talent Search Program (METS) 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. 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 successful position will work with both local program personnel and remote personnel to achieve the Talent Search TRIO objectives.
More information on the program may be found at www.ets.mus.edu.

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**

Pre-College Advisors (PCA) for the METS program are instrumental in the success of the program. A PCA builds relationships with program participants to help them successfully navigate topics such as career exploration, college exploration, financial literacy, employee skill development, leadership skills, and much more. PCAs work to recruit participants into the program as early as middle school and continue to work with the participant through high school. The positions are remote with the central office located in Helena. PCAs have office space and/or meeting space located in school districts served by the METS program. PCAs work closely with school districts to recruit students into the program, provide program services, and develop mentoring relationships with program participants. Part of program delivery includes program curriculum implementation, and planning and executing education trips and workshops.

More duties and responsibilities include:

- 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, and other Pre-College Advisors in other target locations, and central Helena office staff;
- Recruit (with intention to of meeting local and state program goals), 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;
• Participate in program wide activities either virtually or in-person, and;
• 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.

Required Qualifications
• Associate’s degree.
• Ability to effectively develop working relationships.
• Knowledge of K-12 school districts either through experience working for or with a school district, education program or other equivalent experience.
• Detail-oriented.
• Possess a strong desire to promote educational achievement and opportunity to participants who would not typically consider higher education.
• Effective written and oral communication skills.
• Experience with technology.

Preferred Qualifications
• Bachelor’s Degree.
• Experience working with low-income and first-generation students.
• Prior experience working with Great Falls 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: https://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 Wednesday, November 17, 2021 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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