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:**

Under the supervision of the GEAR UP Director, the GEAR UP Program Manager is responsible for managing a multimillion-dollar grant that provides support for 18 schools, 5 campus partners and their students across Montana. Duties and responsibilities include assisting the Director in:

- Assisting the Director in managing the program design and implementation
- Interfacing subgrantee school leaders and campus personnel across Montana
- Formulating the annual program plan and developing budget, reporting, and record keeping procedures (including tracking in-kind match) to support the annual plan
- Tracking program expenditures and providing budgetary updates to the Director
• Working with team members to process reimbursement claims from program subgrantees
• Working closely with OCHE federal grants manager in managing the budget
• Communicating and reporting to the U.S. Department of Education, program governance committees, cooperative agencies, campuses, and the Board of Regents
• Assisting the director in the management of several large-scale contracts, as well as coordination with MUS procurement staff on an as needed basis
• Developing community and institutional resources and support for the program, including publicity and public relations activities
• Provide leadership to the GEAR UP team in coordinating with MUS procurement and accounting on matters related to purchasing and/or travel
• Being responsible for program accountability, which will include monitoring and evaluating the program and reporting to the Board of Regents
• Coordinating all data submission to evaluator and College and Career Readiness Evaluation Consortium (CCREC)
• Coordinating college access efforts with other OCHE college access programs
• Assisting in review and editing of CCREC related reports and documents
• Evaluating grant performance indicators to convey progress on meeting goals. Advise, inform and coordinate with Director and staff on programmatic changes and improvements
• Providing guidance, knowledge and ideas regarding implementation of ongoing and new grant commitments
• Facilitating ongoing communication and collaboration between GEAR UP schools, community organizations and state partners, the Office of Public Instruction, and the Montana University System to improve decision-making processes and increase effectiveness of GEAR UP programs and services
• Assisting the Director in setting program priorities and work plan
• Taking the lead on special projects assigned by the Director and completing in established timeframe (e.g., ACT, Common Core, STEM, parent involvement, mentoring, etc.)
• 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, business management 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
• 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
• Master’s Degree in education, social science, business, or a related field preferred
• Experience in management of Federal grants 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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