



Montana University System

Office of the Commissioner of Higher Education

560 N. Park Avenue – PO Box 203201 – Helena, Montana 59620-3201
(406) 449-9124 - FAX (406) 449-9171

VACANCY ANNOUNCEMENT

Posted October 31, 2024

Job Title: **GEAR UP Communication 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 (MTGU).

Description of Work Unit: The U.S. Department of Education awarded the Montana Office of the Commissioner of Higher Education a seven-year, \$29.75 million GEAR UP grant in November 2024. The Montana GEAR UP program works with more than 4,000 students in twelve middle schools and their receiving high schools in communities to develop a college-going culture. Eight of these schools are located on or near Native American reservations. MTGU also provides first-year services to students during their freshman year of college.

Montana GEAR UP believes that postsecondary education is possible for all Montana students, regardless of economic background. MTGU 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 fifth grant, with prior grants awarded in 1999, 2005, 2011 and 2017.

This position is in Helena, Montana with physical workspace located at OCHE. The Montana GEAR UP Communications Manager is part of 6.125 FTE State Team that supports secondary schools and campuses across 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. Eligible for MUS staff tuition waiver and dependent partial-tuition waiver at MUS educational units in accordance with Board of Regents policies.

Duties and Responsibilities:

Under the supervision of the MTGU Director, the Communications Manager leads the communications efforts of the program and provides general grant management support to the MTGU program, including some general office operation support. The position works collaboratively with multiple other OCHE departments, external partners, programs, and students. This position reports directly to the MTGU Director. Duties and responsibilities are as follows:

- Develop and implement an annual communication plan to support various MTGU related activities.
- Oversees and updates the MTGU web pages to maintain current information.
- Work with OCHE staff to update MTGU related content on the Montana University System College and Career portal.
- Plan and coordinate the virtual campus visit opportunities for MTGU students.
- Plan and coordinate all activities related to conducting Montana GEAR UP's Youth Leadership Academy (YLA).
- Design various publications, flyers, forms, and info graphics 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, including the joint publication *Bright Futures* and *Montana Senior Year Guide*.
- Manage various MTGU social media accounts to share information for public dissemination, including building the content and editing the program newsletter.
- Arranging meetings and professional development, including taking minutes and coordinating meeting records as needed.
- Assist with GEAR UP daily tasks including scheduling, travel arrangements (including required agency paperwork), travel reimbursements, meeting prep, and tracking travel related expenditures.
- Support GEAR UP and College Access Team on special projects assigned by the Director.
- Travel (day trips and overnight trips) to MTGU schools across Montana, professional development activities, and other work-related activities.
- Other duties as assigned.

Qualifications:

- A bachelor's degree is required.
- Excellent verbal and written communication skills.
- Familiarity with multiple forms of social media and communication platforms.
- Familiarity with Microsoft Office Suite.
- Ability to work in a team environment and build relationships preferred.
- Previous experience working with first-generation, low-income, rural, and/or Native American students preferred.
- Prior experience working in education 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 Thursday, November 21, 2024**, 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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