



# Montana University System

## Office of the Commissioner of Higher Education

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560 N. Park Avenue – PO Box 203201 – Helena, Montana 59620-3201  
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### VACANCY ANNOUNCEMENT

Posted October 31, 2024

Job Title: **GEAR UP Data Analysis Manager**  
Position #: 51216008  
Location: Helena, Montana  
Wage: \$25.00 per hour  
Status: Full-time. Position is contingent upon continued grant funding.

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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 located in Helena, Montana with physical workspace located at OCHE. The Montana GEAR UP Data Analysis 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:**

The Data Analysis Manager serves as a lead in data collection, review, and analysis for the MTGU grant. The position works with stakeholders, internal and external partners, the MTGU external evaluator, and the OCHE's data team. The position ensures data completeness, accuracy, and integrity, including the internal studies conducted by the program and in meeting the program's objectives for the U.S. Department of Education. This position reports directly to the MTGU Director and has limited direct work with students. Duties and responsibilities are as follows:

- Collaborate with MTGU's external evaluator CoBro Consulting on the project cloud-based database COMPASS
- Prepare training materials and provide technical assistance to school districts and campuses as needed for data collection
- Examine data collected and analyze the success and effectiveness of the program including the internal MTGU studies as part of its evaluation process
- Develop and administer online surveys for events and other necessary projects
- Work with MTGU schools regarding collection of district test assessments required as part of the administration of the grant
- Collaborate in the construction of the Annual Progress Report for the U.S. Department of Education with the MTGU team, stakeholders, and external evaluator
- Provide support in organizing and interpreting program data and other sources of data needed for program success
- Use data to communicate MTGU progress with appropriate stakeholders
- Communicate best practice strategies based on data gathered within the program or other appropriate sources
- Collect data from applicable external sources to provide guidance on MTGU initiatives and/or reinforce best practices and organize multiple data sources for use in analyzing program outcomes
- Assist in the entry and review of program services and other GEAR UP data in the program database to ensure complete and accurate data regarding program and student outcomes
- Assist the MTGU Director in developing professional development related to data collection and/or analysis
- Work with MTGU team to improve program offerings and overall program outcomes
- Support the College Access Team on special projects assigned by the Director
- Other duties as assigned
- Travel (day trips and overnight stays) to MTGU schools across Montana, professional development activities, and other work-related events

## **Qualifications:**

- A bachelor's degree is required. Education, computer science, or business management preferred.
- Demonstrated attention to detail and organizational skills
- Ability to communicate program data to stakeholders
- Knowledge of and/or experience data management
- Experience with data analysis and data software such as Excel, Tableau, SQL preferred.

- Ability to develop, maintain, and support internal and external partnerships preferred.
- Previous experience working with rural, low-income, first-generation, and/or Native American populations 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.

**AN EEO EMPLOYER**