



Montana University System

Office of the Commissioner of Higher Education

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 Senior Project Manager**
Position #: 51216003
Location: Helena, Montana
Wage: \$28.00 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 Senior Project 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 Senior Project Manager is in a leadership role in supporting the program, schools, students, and their families to increase students' college and career readiness. The position supports the program's statewide initiatives, scholarship programs, college access arc of events, and ensures connection of students' services to grant performance measures. This position reports directly to the MTGU Director. Duties and responsibilities are as follows:

- Responsible for the MTGU Scholars Scholarship program and TRIO Achievement Scholarship program including coordinating, tracking, and administration of the scholarships.
- Collaborates as the MTGU lead for statewide program initiatives around FAFSA Completion, and MUS College Access Arc of Events with other OCHE departments and external partners.
- Support systemwide efforts in the *Value of Education* Campaign, FAFSA completion, and dual enrollment.
- Plans and coordinates for college access outreach and events with the MTGU Communications Manager.
- Supports and assists School Grant Manager with development, implementation, and evaluation of MTGU school services and initiatives.
- Work extensively with other OCHE departments and external partners.
- Support First Year Services on campuses and take the lead on statewide support effort to students.
- Provide support to MTGU Coordinators, school personnel, and campuses to advance the success of students.
- Assist Director in setting program priorities and work plans related to position projects.
- Take the lead on special projects assigned by the Director and completed in the established timeframe.
- 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. Public administration, business management, or education degree preferred.
- Previous experience working with either secondary, postsecondary, or community organizations.
- Previous training or experience in the college access process (i.e. admissions, financial aid, scholarships, advising, etc.).
- Demonstrated ability to coordinate multiple projects.
- Excellent verbal and written communication skills.
- Ability to develop, maintain, and support internal and external partnerships preferred.
- Ability to work collaboratively in a team environment preferred.
- Knowledge or experience with college and career readiness, family engagement, and/or STEM preferred.
- Knowledge of budget development and monitoring to ensure federal compliance is preferred.
- Previous experience working with rural, low-income, first-generation, and or Native American populations is 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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