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: GEAR UP Data Analysis and Assessment Manager
Position #: 51216008
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 an individual to work with the Montana Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) to support consistent data analysis and assessment implementation for the purpose of managing a large federal grant.

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:

The Data Analysis and Assessment Manager serves in a leadership, communication, and technical assistance role to school districts, the state team and the Office of the Commissioner
of Higher Education in the planning, designing, implementation, operation, and evaluation of programs and services funded under GEAR UP. This position reports directly to the GEAR UP Director and has limited direct work with students. Duties and responsibilities are as follows:

- Design, structure, and maintain project data bases as requested using appropriate software
- Work with GEAR UP team to examine data related to the success and direction of the program
- Develop and administer online surveys for events and other necessary projects
- Communicate with GEAR UP schools and ACT regarding data analysis of and the implementation of assessments required as part of the administration of the grant
- Provide technical assistance to staff and field support personnel regarding the program’s online data collection system
- Collaborate in the construction of the Annual Progress Report
- Provide support in organizing and interpreting program data and other sources
- Use data to communicate GEAR UP 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 GEAR UP initiatives and/or reinforce best practices and organize multiple data sources for use in analyzing program outcomes
- Coordinate activities related to implementing, ordering, and administering GEAR UP required assessments within schools
- Assist in the entry and review of program services and other GEAR UP data in the Compass database to ensure complete and accurate data regarding program and student outcomes
- Assist the GEAR UP Director in developing professional development related to data collection and/or analysis
- Participate in professional development aligned with GEAR UP goals and objectives
- Communicate and coordinate student support efforts toward meeting college readiness
- Coordinate ACT/College Access efforts with each of the MUS campuses, community colleges, Tribal Colleges and private campuses across Montana
- Work with GEAR UP team to improve program offerings and overall program outcomes
- Coordinate the development of system-wide or state initiatives supporting the goals of GEAR UP that support academic performance, preparation in secondary education and enrollment in postsecondary education, such as College Application Week and National GEAR UP Week
- Support GEAR UP and College Access Team on special projects assigned by the Director
- 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, project supervision and leadership in data collection and
• Excellent attention to detail and organizational skills
• Superior oral and written communication skills
• Clear understanding of Montana educational systems and procedures
• Ability to work as a team player and build relationships
• Knowledge of and/or experience with data analysis, data management, and appropriate software
• Experience with activities focused on college access, student support services, financial literacy, college and career awareness, and cultural relevancy
• Ability to coordinate large projects involving multiple stakeholders
• Familiarity with various assessments and their successful administration
• Previous work experience with Native American populations preferred
• Prior experience working in grades 6-12 or a higher education setting 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, September 22, 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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