Montana University System
Office of the Commissioner of Higher Education

VACANCY ANNOUNCEMENT
Posted December 21, 2023

Job Title: College Access Manager
Montana Educational Talent Search Program

Position #: 51200045
Location: Helena, Montana
Wage: $23.55 per hour
Status: Full-time. 12 Month Position.
Position is contingent upon continued grant funding.

Description:

Mission: The mission of METS is to advise low-income, first-generation participants to complete high school credentials, while preparing them for post-secondary education and a successful career.

Description of Work Unit
Growing Montana resident student access is a top priority for the Office of the Commissioner of Higher Education (OCHE). Therefore, OCHE seeks a dynamic College Access Manager to support the Montana Educational Talent Search (METS) program and support a thriving college access team. The College Access Manager is responsible for initiatives and programming ensuring the success of METS program participants during high school and as they transition into post-high school life. The College Access Manager will support METS program efforts and the efforts of the OCHE College Access Team on statewide college access initiatives.

The Montana Educational Talent Search Program (METS) is federally funded under the TRIO programs from the U.S. Department of Education and administered through the Office of the Commissioner of Higher Education. The program serves 1,287 low income and/or first-generation college students in grades 6-12, a significant percentage of whom are Native American. The program serves four service areas throughout Montana with a central office located in Helena. The successful position will work with both local program personnel and remote personnel to achieve the Talent Search TRIO objectives.

More information on the program may be found at [www.ets.mus.edu](http://www.ets.mus.edu).
The position 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.

**Duties and Responsibilities:**

- Assist Director in general program duties
- Under the general guidance of the program director maintain program services to ensure compliance with federal regulations and program goals and objectives
- Assist Director in implementing community program goals, objectives and needs to target schools, tribal programs and community service
- Oversee college preparation for METS staff, students, and families. Provides direct delivery to students and parents when necessary and appropriate to ensure compliance with grant goals
- Act as liaison with GEAR UP program with their scholarship services to ensure coordination of application and dissemination of scholarship funds for eligible students for the TRIO Achievement Grant and other similar programs
- Oversee summer program services, including but not limited to, campus exploration trips and summer bridge programs
- Develop and implement METS Student Leadership Program
- Work collaboratively with the GEAR UP College Access Manager to successfully deliver the MUS Arc of Events (College Application Week, FAFSA Completion, Decision Day and CAP (Complete the Application Process)
- Identify and track participants that need help to reenter education pipeline to earn a regular diploma, alternative diploma, or postsecondary credentials
- Evaluate transcript credits
- Collaborate with the OCHE-Educational Opportunity Center program on client referrals
- Collect and organize data through variety of methods (National Student Clearinghouse, alumni interviews, surveys, etc.)
- Create and maintain spreadsheets on each graduation cohort for the program
- Manage and maintain web-based grant database system, including coordinating and preparing federal U.S. Department of Education Annual Performance Review (APR) for Director review
- Gather and interpret data and information relevant to program delivery and annual reporting requirements
- Maintain the program alumni projects
- Design and create contents for the program’s magazines *Bright Futures* and *Bright Beginnings*
- Coordinate, interact, and maintain positive working relationships with school staff including principals, teachers and counselors on behalf of METS students
- Build and maintain positive working relationships with post-secondary schools in Montana including MUS, tribal, community and private colleges/universities.
- Required travel to target areas as well as the ability to participate in occasional overnight and weekend travel
- Communicate effectively to a wide range of audiences both verbally and in writing
- Participate in state and national professional development trainings
- Take the lead on special projects assigned by the Director and completes in established time frame
- Other duties as assigned
Required Qualifications:

- Bachelor’s degree
- Excellent attention to detail and organizational skills
- Superior oral and written communication skills
- Knowledge of educational systems and procedures

Preferred Qualifications:

- Experience working with culturally diverse populations in an academic setting
- Someone of similar background to that of target participants
- Experience working with Native American populations
- Progressive duty assignments in working with a federal grant
- Previous experience working for a TRIO program
- Prior experience working in Montana 6-12, or higher education setting

Application Requirements and Deadlines:

Application requirements consist of items one through three below:

1. a letter of interest relating the applicant’s experience and qualifications to the position;
2. a list of three professional references with contact information; and
3. 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.

This position is open until filled. Candidates should submit required application materials by 5:00 p.m. on Friday, January 12, 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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