The Office of the Commissioner of Higher Education invites applications for the position of Perkins Program Manager. The position reports to the State Director of Career & Technical Education in the Office of the Commissioner of Higher Education.

The Montana University System (MUS) is the state-supported system of higher education in Montana governed by the Board of Regents and administered by the Commissioner of Higher Education. The MUS enrolls more than 40,000 students at 16 public universities and colleges in one of the most beautiful and geographically diverse states in the nation. Helena, the state’s capital city, is located along the Rocky Mountains continental divide near the scenic Missouri River about half-way between Yellowstone and Glacier National Parks.

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**

**Perkins Programs**

The Program Manager will work with the State CTE Director to assist in the administration and oversight of the Montana’s Carl D. Perkins grant funds for eligible postsecondary institutions and programmatic initiatives as identified by the OCHE. This federal formula-based grant awarded to OCHE in partnership with the Office of Public Instruction (OPI), providing fourteen of Montana’s two-year postsecondary institutions with over $1.7 million in annual support for career and technical education (CTE). The Program Manager is responsible for reviewing and approving the postsecondary Carl D. Perkins local application grants for the State’s two-year, community, and tribally controlled colleges. The Program Manager is also responsible for coordinating
technical support for the Rural Reserve Grant. Duties also include assisting the Deputy Commissioner for Academic, Research, and Student Affairs (ARSA) and State CTE Director with a variety of career and technical education partnership opportunities.

Specific Roles and Responsibilities

- Assist with management and oversight of the State’s Carl D. Perkins Grant Act award and the distribution of its funds to eligible postsecondary institutions that provide career and technical education
- Assist in reviewing postsecondary Perkins Local Application and Strengthening Montana Career Pathways submissions, process amendments, and monitor the collection quarterly reports
- Ensure Local Applicants and Pathways receiving campuses and the State utilize Carl D. Perkins funds in compliance with federal rules and regulations
- Advance the interests of career and technical education by attending national conferences when needed
- Update and disperse the Perkins Local Application and Montana Reserve Grant Request for Proposals
- Assist in scheduling and conducting regular technical assistance conference calls with the Perkins Local Coordinators
- Share state and national best practices in Perkins funds utilization
- Assist in the preparation and submittal of the Consolidated Annual Report (in conjunction with the Office of Public Instruction) to the U.S. Department of Education
- Assist the State CTE Director and Federal Accountant in Conducting Perkins monitoring visits
- Provide assistance with the facilitation of state leadership activities identified in the Montana State Plan
- Update the Carl D. Perkins and Montana Career Pathways portion of the MUS website
- Work with OCHE staff and campus dual enrollment staff to resolve technical issues or other issues related to CTE dual enrollment, as needed.

Desired Knowledge, Qualities and Skills:

- Knowledge of current trends in Career & Technical Education, workforce development, and or Dual Enrollment at the secondary and post-secondary levels
- Some knowledge of the Carl D. Perkins Grant Act
- Knowledge of the Montana University System
- Knowledge of Federal grants management, policies, and laws
- Knowledge or experience in working with grant management software, including Amplifund
- Desire for an environment that allows for both independent and collaborative work
- Willingness to show initiative and add innovative thinking to the ARSA division
- Friendly, professional manner when working with colleagues and external stakeholders
- High degree of accuracy, organization, and attention to detail
- Interest in working with diverse populations and promoting diversity and inclusion
- Ability to critically assess complex challenges and develop practical solutions
- Ability to organize, summarize, and report information in a narrative
- Ability to meet strict deadlines and function under time constraints
Excellent verbal, written, and web-based communication skills
Ability to effectively engage postsecondary institutions, business and industry partners, secondary institutions, and other state agencies
Ability to understand complex budgets
General competency using productivity software including Microsoft Outlook, Word, Excel, Access, and PowerPoint
General competency using Adobe Acrobat
Ability to promote programs and events through website and social media
Excellent grammar, composition, and proof-reading skills

Required Qualifications:
Bachelor’s degree with a minimum of three years working in areas related to position responsibilities; or Master’s degree in a field related to the position responsibilities. Related areas include, but are not limited to: database management, data analysis, career and technical education, career pathways, postsecondary education, or federal grant administration.

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 Monday, July 24, 2023, 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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