

COSI Program Manager

Colorado Department of Higher Education

POSTING DATE: November 22, 2022

CLOSING DATE: December 23, 2022

COMPENSATION: \$55,000 -65,000/Annually

DESCRIPTION OF JOB:

The Program Manager is responsible for coordinating, developing, and implementing research, outreach, and technical assistance under the Colorado Department of Higher Education and Colorado Opportunity Scholarship Initiative (COSI) guidelines, policies, and mission. The Program Manager is responsible for managing a caseload of grantees, multiple projects, and revolving timelines.

Essential Duties & Responsibilities

The Program Manager's responsibilities include, but are not limited to:

Grant Management and Grantee Support

- Assist with the grant application process and reviewing proposals, agreement preparation, board summaries, and communication.
- Manage a portfolio of grantees and grants. With an initial focus on Matching Student Scholarships supporting a varied number of grantees and grants
- Act as liaison between COSI and grantees and their teams
- Provide direct grant management and ongoing support to the grantees, including outreach, program design, implementation, evaluation, and professional development
- Manage multiple programs' success by ensuring that all grantees are providing proactive, comprehensive, and high-quality scholarship and student support programming
- Coordinate technical assistance and provide development, implementation, and facilitation support to grantees
- Develop resources and materials, such as handbook and curriculum, needs assessments, and professional development to support grantees and grant program success.
- Review, verify, and finalize annual reports
- Developing resources and materials, such as data tracking and evaluation tools, needs assessments, reporting policies, and templates.
- Provide grantees with fundraising support, such as informing them of upcoming grant opportunities, connecting with foundations in the area, and possible partnerships
- Implement strategies to positively impact key metrics, i.e., graduation rates, student engagement, enrollment, retention, and completion goals
- Assist with research of best practices in student services and scholarships, including

college advising, services for first-generation and non-traditional students, and retention efforts. Translate research into meaningful best practices for community partners

Program Support

- Build awareness and engage with communities, non-profits, counties, and institutions of higher education
- Identify opportunities for improvement and growth within the program
- Support the team in coordinating and executing symposiums, regional meetings, site visits, virtual meetings, social media, website, and communications
- Guide, interpret and synthesize data and annual reports to drive organizational change and overall program improvement
- Coordinate with other divisions of the Colorado Department of Higher Education, including Student Success and Academic Affairs, to ensure stakeholders are aware of all policy, legislative, and other updates that impact students in a timely fashion
- Think creatively and work collaboratively with leadership to launch and drive new initiatives from inception to implementation
- Represent COSI at conferences and events as appropriate
- This position may require statewide travel to community organizations, secondary schools, institutions, and work will be conducted in public settings.

Other Duties & Responsibilities

- Act as a collaborator and active team member, contributing to various projects as necessary throughout the year and performing other duties as assigned

REQUIRED QUALIFICATIONS:

Education

- Bachelor's degree in research, policy, education, or a related field required
- Master's degree in research, policy, education, or related field preferred

Experience

- Two years of professional work experience in grant management or related fields
- Three to five years of professional work experience in higher education, workforce development, re-engagement, pathways, and/or administering programming in one or more of the following areas:
 - pre-collegiate
 - postsecondary
 - adults and/or non-traditional students
 - scholarships
 - fundraising
 - work-based learning

Competencies

- Professional commitment to erase racial/ethnic equity gaps and create equity-minded procedures and practices.
- Ability to manage multiple priorities, projects, groups, and activities
- Data management, reporting, and program evaluation
- Knowledge of how to distill and present dense information to various audiences
- Self-starter & self-directed
- Ability to work independently as well as be a team player
- Strong organizational skills and detail-oriented
- Excellent verbal and written communication skills
- Flexible and adaptable with an ability to quickly adapt to new circumstances as they arise and a willingness to embrace new tasks and challenges.
- Proficiency with Microsoft Office applications

WORKING CONDITIONS

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. Works a 40-hour work week, either remotely, hybrid or in-office, depending on the arrangement met during employment with the supervisor during normal office hours of Monday –Friday 8-5.

Periodic in-state and out-of-state travel requiring occasional overnight stays. Insured functioning vehicle and the ability to complete any travel requirement independently.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses.

Employees of the Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. Conflict of interest includes supplemental employment which interferes with normal business hours or productivity levels, or alternative employment with entities or agencies with which the Department may contract for services or products. It also includes any outside employment or activity that is directly incompatible with the duties and responsibilities of the employee's state position. Conflict of interest also includes any direct or indirect ownership of an interest in, or ability to influence (including acting as a board member or other agent for), any business or organization which has any potential, ongoing or previous interaction or business relationship with the Department.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate.

Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 11 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.

