

Credential Pathways Coordinator

Colorado Department of Higher Education

POSTING DATE: November 18, 2022

CLOSING DATE: December 12, 2022

COMPENSATION: \$60,000-65,000/annually

DESCRIPTION OF JOB:

This position advances the department's work to create credential pathways in high need, high wage industries—including education—and provides support to staff leading efforts to produce more teachers, school counselors, and other professionals to meet Colorado's workforce demands. This is a full-time position with a joint report to the Director of Credential Pathways to help fulfill the mandates of Senate Bill 22-192, and to the Senior Director of Academic Pathways and Innovation on matters related to educator preparation. The position works within the Department's Academic Affairs and Student Success team as well as across division with colleagues in Finance, Data and Research, and Communications.

The role includes working with stakeholders to evaluate and crosswalk learning related to industry and other non-degree credentials, along with other work-based and credential learning, to the knowledge and competencies required for various degree and non-degree programs. Stakeholders and potential partners include other state agencies, business and industry representatives, non-governmental and non-profit organizations, and institutions of higher education.

This is a full-time (1.0 FTE) limited-term position with funding through December 31, 2024.

Essential Duties & Responsibilities

- Support staff and stakeholders in developing ten stackable credential pathways across five high-need, high-value industries at scale; ensure forward progress and completion of milestones along the project timeline
- Collect data from higher education institutions and non-higher education training providers to inform development of industry-specific stackable credential pathways as well as a framework for evaluating the quality of non-degree credentials and their inclusion in high value stackable pathways
- Schedule and facilitate stakeholder convenings for the development of frameworks and pathways across the five high need, high-value industries, once determined
- Serve as a liaison to college and university faculty, employers, workforce experts, industry partners and other stakeholders, providing regular communication on updates and opportunities to engage
- Support the allocation of prioritized funding to institutions of higher education to support the buildout of non-degree credentials along high-need, high-value industry-aligned pathways
- Work with marketing and communication staff within the department and institutions to provide updates and progress reports on the work across all five pathways

- Support staff leading reviews of educator preparation programs, including planning and organizing site visits, scheduling of associated meetings, distribution and organization of materials and documents, expense reimbursement, and production of reports
- Participate in planning and evaluation meetings with program review teams and with collaborators at the Colorado Department of Education
- Engage with staff and stakeholders to envision and help create career pathways that enable individuals to become teachers, including traditional pathways through college and pathways for returning and second-career adults
- Collaborate with colleagues in Finance on distribution of appropriated funds to support teachers and educator candidates

MINIMUM QUALIFICATIONS:

Competencies

- Ability to function as a professional representative of the Department and communicate a clear understanding of how SB22-192 and educator preparation align with the Department's goals
- General understanding of the K-12, postsecondary, and/or industry credentialing landscape in Colorado, including how knowledge, skills, and competencies are assessed, validated, and combined into degrees, certificates, professional licenses, and other credentials and awards
- Excellent verbal and written communication skills
- Strong organizational skills and detail oriented
- Ability to work independently as well as part of a team
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, and PowerPoint

Experience

- Two years' work experience required in K-12, higher education, corporate training and development, or the non-profit sector focused on either the intersection of education and work or the K-12 to higher education pipeline
- The ideal candidate will have professional and/or academic experience in one or more of the following areas:
 - Project management
 - Grant management
 - Data management
 - Work-based learning
 - Credit for prior learning
 - Interinstitutional credit transfer

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, printers, and personal computers. Works either remotely, hybrid or in-office, depending on the arrangements made with supervisor during normal office hours of Monday–Friday 8-5. Flexibility in work location outside of the Denver metro area but Colorado residency is required. Occasional in-person obligations in the Denver area and required travel to other areas of Colorado.

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