



# State of Colorado FAFSA Coordinator

<b>SALARY</b>	\$4,583.33 - \$5,166.67 Monthly \$55,000.00 - \$62,000.00 Annually	<b>LOCATION</b>	Denver Metro, CO
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	8132024GAA-1
<b>DEPARTMENT</b>	Colorado Department of Higher Education	<b>OPENING DATE</b>	08/13/2024
<b>CLOSING DATE</b>	8/26/2024 11:59 PM Mountain	<b>FLSA</b>	Determined by Position
<b>PRIMARY PHYSICAL WORK ADDRESS</b>	1600 Broadway, Suite 2200 Denver, Colorado 80202	<b>FLSA STATUS</b>	Exempt; position is not eligible for overtime compensation.
<b>DEPARTMENT CONTACT INFORMATION</b>	HR@dhe.state.co.us	<b>TYPE OF ANNOUNCEMENT</b>	This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.
<b>HOW TO APPLY</b>	Please submit an online application for this position at <a href="https://www.governmentjobs.com/careers/colorado">https://www.governmentjobs.com/careers/colorado</a> . Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed.		

## Department Information



The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocated for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state’s postsecondary education institutions.

## Description of Job

## **POSITION DESCRIPTION**

Under general supervision, the FAFSA Coordinator will assist the Outreach team in creating a statewide plan for Free Application for Federal Student Aid (FAFSA) completion. The FAFSA Coordinator manages FAFSA completion efforts at the local, state and national level and is responsible for both research activities and program coordination of multiple stakeholders.

## **SUPERVISION EXERCISED**

This position does not supervise any employees.

## **SCOPE OF RESPONSIBILITIES**

This intermediate level position is responsible for independently performing specialized duties in support of the Department of Higher Education's Outreach Office by coordinating the FAFSA program. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures, practices and policies of the work unit.

### **Essential Duties & Responsibilities**

The duties listed below reflect the different types of work that may be performed. The omission of any specific duty will not prevent the assignment of work that is appropriately related to this position.

- Create a statewide plan for FAFSA completion with the support of the Outreach team
- Coordinates with the Outreach team in creating meaningful FAFSA resources for various audiences
- Develop, track and organize data agreements and memorandum of understanding on behalf of the Department related to the use of FAFSA completion portal data
- Serve as in-house FAFSA subject matter expert, supporting divisions across the agency with FAFSA questions and guidance
- Manage local, state and national partnerships; prepare for and convene meetings with stakeholders
- Manage, maintain and update Colorado's FAFSA completion portal to include engaging in a process with key stakeholders
- Serve as the main point of contact for Colorado's FAFSA completion portal to state and national partners
- Assist with reporting requirements, as outlined in state statute related to FAFSA completion
- Serve as primary liaison to participating states, districts, and designated entities on issues related to the FAFSA Completion Portal
- Develop and update annually the FAFSA completion portal toolkit for use by higher education administrators, middle and high schools, and nonprofit organizations that support the completion of FAFSA

## **Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights**

### **Education and Experience**

#### **Education:**

Bachelor's degree from an accredited university or college in research, higher education or related field

#### **Experience:**

Four (4) years of experience in project management, grants management, education or related industry

#### **Licenses and Certifications:**

Valid Colorado driver's license and compliance with all requirements for driving a state vehicle are required throughout the term of employment

#### **Preferred Qualifications:**

Experience working with applicants, students and parents regarding financial aid, scholarships, work-study employment and (FAFSA)

#### **Knowledge of:**

- Standard office practices, procedures, software and equipment, including the use of personal computers, telephones, Zoom, and Microsoft Office (Excel, Word, PowerPoint, Outlook, and Teams)
- State statutes, rules and regulations, policies, procedures, and guidelines
- State fiscal rules
- Colorado higher education structure and Colorado school districts and Colorado Department of Education
- Federal Educational Rights and Privacy Act

**Ability to:**

- Read and interpret new and existing statutes to identify the impact of proposed legislation on the department
- Work effectively in both independent and team situations
- Think critically and apply reasoning and analysis
- Communicate effectively, both written and verbally
- Apply time management skills to prioritize work
- Establish and maintain relationships with internal and external stakeholders
- Apply analytical methods and techniques used in higher education finance or financial aid
- Manage projects and project deadlines

**Supplemental Information**

**HOW TO APPLY:**

Please submit an online application, for this position at <https://www.governmentjobs.com/careers/colorado>. Reach out to the Department Contact to apply using a paper application, including any supplemental questions. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed. All applicants must upload a Resume and cover letter to be eligible for next steps.

**PHYSICAL AND MENTAL STANDARDS (HYBRID SETTING)**

The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently sit at a desk for extended periods of time
- Frequently walk and stand
- Occasionally may push or pull an object
- Frequently use finger dexterity and operate a keyboard
- Regularly lift 10 pounds and occasionally lift 25 pounds
- Frequently use vision to read documents, view computer screens, and see close and distant objects
- Frequently use speech and hearing to engage in conversation, in person, and over the telephone

**TYPICAL WORKING CONDITIONS**

- The employee typically works in a standard office environment where the noise level is moderate, and the office has controlled temperatures. 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 8:00 am – 5:00 pm.
- Job duties may occasionally require working extended hours or hours outside of the regular schedule.
- The position may require periodic in-state and out-of-state travel requiring occasional overnight stays.

**NOTICE**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The duties, expectations, and actions listed for this role may change at any time with or without notice.

**EEOC/ADA**

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 at HR@dhe.state.co.us or call 720.264.8575.

## Benefits

Please note that each agency's contact information is different; therefore, we encourage all applicants to **view the full, official job announcement** which includes contact information and class title. Select the job you wish to view, then click on the "Print" icon.

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### Agency

State of Colorado

### Address

See the full announcement by clicking the "Printer" icon located above the job title  
Location varies by announcement, Colorado, --

### Website

<https://careers.colorado.gov/>

## FAFSA Coordinator Supplemental Questionnaire

### \*QUESTION 1

Have you uploaded your resume and cover letter?

- Yes  
 No

\* Required Question