

Outreach Navigator

Colorado Department of Higher Education

POSTING DATE: October 12, 2023

CLOSING DATE: Open until Filled

COMPENSATION: \$21.63 -\$26.44/Hourly
\$45,000 -\$55,000/Annually

DESCRIPTION OF JOB:

The Department's Outreach Team works to align and make connections through our middle and high schools with postsecondary institutions, workforce, and community and employer collaborations to build education and training pathways designed for what diverse learners need today to be prepared for a successful postsecondary experience and the jobs of tomorrow. The team works with school districts to support students in navigating the questions that come up while completing financial aid applications and works to create educational materials and state-level expertise – to turn to when they need help.

The Outreach & Community Engagement Navigator is responsible for identifying, educating, and performing outreach activities, to help students develop a postsecondary plan.

The position provides training and establishes partnerships between the department and school districts, charter schools, high school, middle school, pre-collegiate programs, community partners, workforce centers, individuals in correctional facilities, and foster youth. This position works with students, parents, school counselors, educators, incarcerated individuals, foster youth, and workforce career counselors, and non-profit organizations.

The Outreach & Community Engagement Navigator is expected to maintain a strong working knowledge of college admissions, higher education financing, return on investment of postsecondary education, scholarships, financial literacy, Federal Student Aid the Free Application for Federal Student Aid (FAFSA), the Colorado Application for State Financial Aid (CASFA), education trends and coordinate, develop, and deliver presentations and workshops on college financing and access for both middle and high school counselors and related staff, and workforce centers. The navigator is also expected to establish and maintain a professional working relationship with counselors, teachers, school administrators, and workforce centers to further support of and goodwill towards My Colorado Journey.

The navigator is expected to travel throughout the state to various outreach events including career fairs, parent nights, classroom presentations and other functions. The position works with junior and senior high school students, parents, and education professionals to ensure understanding of the Federal Student Aid, the Free

Application for Federal Student Aid (FAFSA), the Colorado Application for State Financial Aid (CASFA), My Colorado Journey website, Individual Career and Academic Plan (ICAP), financial aid and other products/services offered by the Department of Higher Education. The position assists in the preparation and administration of internal and external conferences and training by helping prepare presentations, agendas, handouts, and other materials as needed.

Essential Duties & Responsibilities

- Establishes relationships with counselors, teachers, school administrators, and workforce centers.
- Coordinates and gives presentations.
- Provides administrative and event support to the Director of Outreach.
- Attends statewide college fairs as needed
- Assists with special projects as directed by supervisors in a timely manner.
- Conducts counselor/teacher trainings, student and parent events, and workforce events.
- Attends outreach and staff meetings, unless attending an event.
- Responds to emails and phone calls in a timely manner.
- Maintains a professional attitude toward the community and respectful behavior toward staff.
- Partners with other CDHE staff to obtain training and event support.
- Prepare materials and support for conferences.
- Assists with the development of a toolkit outlining web tools and resources.
- Attends My Colorado Journey content meetings and recommends changes/updates to My Colorado Journey based upon stakeholder input.

REQUIRED QUALIFICATIONS:

Competencies

- Excellent oral and written communication skills, and exemplary customer relations skills.
- Solid presenting skills to small and large groups of people in a clear concise manner. Cross-cultural sensitivity.
- Solid knowledge of standard office software, such as Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to handle objects up to 50 (fifty) pounds.
- A valid Colorado driver's license, good driving record and an insured functioning vehicle.

EDUCATION:

A bachelor's degree in a related field is preferred. Additional appropriate experience will substitute for the degree requirement on a year-for-year basis.

EXPERIENCE:

- Experience in higher education, college admissions or financial aid
- Additional appropriate education will substitute for the required experience on a year-for-year basis.

PREFERRED QUALIFICATIONS:

Experience in content writing, higher education, college admissions or financial aid and fluent bilingual skills in English and Spanish.

WORKING CONDITIONS

Work 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, and personal computers. The normal working hours are 8 am to 5 pm, Monday through Friday, though this position will require evening and weekend hours, including extensive travel within Colorado and the ability to complete any travel requirement independently. This position is a Non-Exempt position.

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.

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).

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.

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 Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. A 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.

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.