



State of Colorado

PostSecondary Options Navigator

SALARY	\$4,583.33 - \$5,166.67 Monthly \$55,000.00 - \$62,000.00 Annually	LOCATION	Denver Metro, CO
JOB TYPE	Full Time	JOB NUMBER	071124GAA
DEPARTMENT	Colorado Commission on Higher Education	OPENING DATE	07/11/2024
CLOSING DATE	7/28/2024 11:59 PM Mountain	FLSA	Determined by Position
PRIMARY PHYSICAL WORK ADDRESS	1600 Broadway, Suite 2200 Denver, Colorado 80202	FLSA STATUS	Exempt; position is not eligible for overtime compensation.
DEPARTMENT CONTACT INFORMATION	Human Resources HR@DHE.State.CO.US	TYPE OF ANNOUNCEMENT	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.
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.		

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 advocate 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

This position works with school districts, state charter school institute child welfare education liaisons, and partners to identify prospective qualifying students for the FosterEd Program and the Education Training Voucher (ETV) Program.

This position assists students who have experienced foster care and/or homelessness in applying for and enrolling in institutions of higher education and filling out financial aid applications. This position works with school districts, state charter school institute child welfare education liaisons, and partners to identify prospective qualifying students.

This position builds relationships and maintains a strong working knowledge of the availability of resources for students who have experienced foster care and/or homelessness, along with the processes necessary to access them; college-going and financial aid information and career readiness resources. The position also establishes and maintains a professional working relationship with partners in the field, which may include travel throughout the state. This position assists in the preparation and administration of internal and external conferences and training including preparing presentations, agendas, handouts, and other materials as needed.

Essential Duties & Responsibilities

Administer FosterEd:

- Navigators have assigned Colorado counties and within these counties, they will:
 - Work with high schools, (including CSI schools), child welfare education liaisons and institutions of higher education
 - Disseminate information to various stakeholders regarding programs via events, email communication, presentations, trainings, etc.
 - Collaborate with high school academic advisors/counselors to support students in identifying appropriate programs of study at Colorado institutions of higher education.
 - Help high school graduates explore appropriate programs of study and career goals to identify the appropriate Colorado institutions that offer those programs of study.
 - Work with students to complete the admissions process for institutions of higher education.
 - Work with students to complete the FAFSA or CASFA and additional applications.

Administer the Education and Training Voucher (ETV) program:

- ETV Application Management
 - Verify eligible Foster Care experience by reviewing court documents, utilizing child welfare CRM system (Trails) and collaborating with the Department of Human Services to confirm relevant experience,

- Create and send confirmation and or denial letters to students,
- Create and manage ACCESS database to securely store confidential applicant PII, in conjunction with the database program support staff
- Export application information from Zoho onto ACCESS database.

HB 24-1403 (Higher Education Support for Homeless Youth):

- Since this is a new program; help establish a program and procedure process flow; create and maintain new documents and resources.
- Develop and enforce policies as it relates to program eligibility and data management.
- Create and send confirmation/denial letters to students.
- Create and manage ACCESS database to securely store confidential applicant PII, with the database program support staff.
- Advise homeless and unaccompanied children and youth with information about the financial assistance program and access to postsecondary options.
- Develop relationships with on- and off-campus professionals, McKinney-Vento School District Liaisons, caseworkers, SPOCs, IHEs Designated Liaisons and programs/support services for homeless and unaccompanied children and youth.
- Coordinate with and make referrals to McKinney-Vento staff to best meet the specific needs of unhoused or unaccompanied students.
- Research, maintain, and provide students with up-to-date information on campus-based student support services, including programs for homeless or unaccompanied students, refer students and coordinate with those programs to best meet the specific needs of each.
- Collaborate with youth and their support team in securing necessary services and support identified in their plan through referrals and other positive active methods.
- Provide academic advising.

Other Related Duties:

- Provide additional training and support to students and professionals on websites like My Colorado Journey.
- Support CDHE Outreach efforts and present at local, regional, and national events and conferences to attend and present at events and training. The presentation may be a joint effort with a staff member from outreach and community engagement.
- Assist students, families and incarcerated students in completing FAFSA, CASFA and scholarship applications.
- Serve as member for the Celebration of Educational Excellence committee for the annual CEEEX celebration.
- Participate as an active member of the Outreach & Community Engagement division and Colorado Department of Higher Education staff in relevant meetings and activities.
- Contribute to the development of Outreach & Community Engagement and My Colorado Journey materials, webinars, PowerPoint presentations and other collateral materials.
- Other duties as assigned.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

REQUIRED QUALIFICATIONS:

Competencies

- Excellent oral and written communication skills, and exemplary customer relations skills
- Cross-cultural sensitivity
- Solid knowledge of standard office software, such as Microsoft Word, Excel, PowerPoint and Outlook
- Ability to handle objects up to 50 pounds
- A valid Colorado driver's license, good driving record and an insured functioning vehicle.
- This position requires the ability to travel independently throughout the state, including overnight stays. Therefore, a valid Colorado driver's license and compliance with all requirements for driving a state

vehicle are required throughout the term of employment.

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Experience

- Experience in working in higher education, college admissions, financial aid, or with McKinney Vento
- Experience working with foster and/or homeless youth
- Additional appropriate education will substitute for the required experience on a year-for-year basis.

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.

PREFERRED QUALIFICATIONS:

- Experience in higher education, college admissions, financial aid or with McKinney-Vento
- Experience working with homeless or foster youth
- Fluent bilingual skills in English and Spanish.

Supplemental Information

WORKING CONDITIONS

Works in a typical office environment. It 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. CDHE operates in a hybrid environment with both remote work and work from the office as needed.

The above statements describe the general nature and level of work being performed by people in this role. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this role. All personnel may be required to perform duties outside of their typical responsibilities from time to time, as needed.

APPLICATION PROCEDURES

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and Resume

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

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

BENEFITS

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 10 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)

EEOC/ADA INFORMATION

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, Amy Harvey, 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.

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/>