

Pre-Collegiate Advisor
Colorado GEAR UP
Colorado Department of Higher Education

POSTING DATE: May 12, 2023

CLOSING DATE: Open until filled

COMPENSATION: \$42,500 BA/\$44,650 MA Annually

DEPARTMENT INFORMATION:

Colorado GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs)

Colorado GEAR UP is a 7-year federal grant (2018 – 2025) that is funded by the U.S. Department of Education and is managed by the Colorado Department of Higher Education. Colorado GEAR UP is a pre-collegiate service program that is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. Students who successfully fulfill program participation expectations and meet the scholarship criteria may be eligible to apply for the GEAR UP scholarship. For more information about the program, please visit www.coloradogearup.org.

Job Location: Pueblo East High School in Pueblo, Colorado

DESCRIPTION OF JOB:

The GEAR UP Pre-Collegiate Advisor will be responsible for coordinating and implementing pre-collegiate services under the guidelines, policies, and mission of Colorado GEAR UP. The GEAR UP Pre-Collegiate Advisor will serve as an advisor, mentor, resource, and case manager to cohorts of students in individual and group settings. The Pre-Collegiate Advisor will be responsible for increasing high school graduation rates and preparing students for postsecondary and matriculation.

Advisors will also support college students in years 6-7 of the grant cycle. College advisors will be responsible for transition, summer melt initiatives, persistence and retention.

Essential Duties & Responsibilities

High School Duties and Responsibilities

- **Advising and Case Management:** Provide intense case managing through one-on-one and small group advising sessions with students. Monitor and track attendance and academic progress regularly. Set-up and monitor early interventions for student success including but not limited to tutoring.
- **College and Career Readiness Workshops:** Facilitate monthly college and career readiness workshops that include study skills, career exploration with an emphasis in STEM, job shadows, college research, community service, financial aid and financial literacy.

- College Culture: Build and lead a strong GEAR UP presence in the school and implement sustainable best practices. In collaboration with the high school, create and develop a strong postsecondary outlook and culture by providing opportunities for college awareness and exposure and setting high expectations.
- College Visits: Promote and coordinate opportunities for college visits, college fairs, career workshops and other related college readiness opportunities.
- Dual Enrollment: Promote dual enrollment and assist with coordination, implementation and reporting.
- Mentoring: Build, develop and foster strong, mentoring relationships with students.
- Parent Engagement: Coordinate and host parent engagement events.
- Postsecondary Partnerships: Network and develop partnerships with postsecondary institutions and support programs to provide students with postsecondary exposure and experiences.
- Recruitment: Lead, coordinate and facilitate student recruitment activities.
- Seniors: Guide and assist seniors through the college admissions process including college applications, FAFSA completion, scholarship applications and postsecondary transitions tasks.
- postsecondary institutions that will help ease the transition from high school to college for students.
- Summer Programs: Promote, coordinate and support summer programs including but not limited to credit recovery, dual enrollment, summer bridge, and college or career related enrichment opportunities.
- Testing and Assessment: Coordinate and proctor testing and assessments such as ACCUPLACER and CLEP. Promote and monitor test preparation for the PSAT and SAT.
- Surveys and Focus Groups: Facilitate student, parent and control group surveys and coordinate student focus groups annually.

College Duties and Responsibilities

- Advising and Case Management: Conduct outreach and intrusive advising in one-on-one or small group advising sessions with students. Provide wrap-around support services that promote holistic academic success. Monitor and track academic progress and help establish early alerts and interventions for student success.
- College Success Workshops: Provide college success tools and techniques such as time management, study skills, tutoring opportunities and FAFSA completion.
- Orientation: Facilitate new student transition orientations and Meet and Greet events.
- Mentor/Resource: Serve as a mentor, resource, liaison and advocate for student enrollment, transition, persistence, degree plans and degree attainment.
- Postsecondary Partnerships: Network and develop partnerships with existing programs that will provide students with resources, academic support, and opportunities to boost social integration.
- Student Advocate: Assist students in becoming independent learners by providing them with the knowledge and resources on how to navigate through a postsecondary system including financial aid.
- Summer Programs: Lead summer melt initiatives.

Other Responsibilities

- Budget Management: Manage onsite budget and expense reporting.
- Data Management: Maintain student data regularly and accurately. Review and analyze data to help drive and refine program initiatives, outcomes and success. Assist with federal annual and final reporting.
- In-Kind/Match: Manage in-kind for your school site and grant activities.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

Education: Bachelor's Degree required; degree in education or related field preferred

AND

Experience: 2-4 years of experience in a high school or college setting

Competencies:

- Ability to work independently as well as be a team player
- Must have strong organizational skills, able to multi-task and detail oriented in a fast-paced environment
- Excellent verbal and written communication skills
- Results oriented
- Passionate about the success of students
- Ability to motivate others
- Ability to work with a diverse population
- Proficiency with Microsoft Office applications including Word, Outlook, Excel

PREFERRED QUALIFICATIONS:

- Bilingual, Spanish preferred
- Knowledge of financial aid and college admission
- Knowledge of college placement and admission tests and assessments
- Knowledge or remedial education, dual enrollment, graduation guidelines and Guided Pathways
- Data management experience

Reporting

Pre-Collegiate Advisor reports directly to the Program Director, Director of Scholarship and Communications or Director of Budget & Grant Compliance.

Work Schedule

- 10 months on-site at the high school. Some evenings and weekends required.
- 160 hours telecommuting in the summer (June or July). Telecommuting is a work arrangement in which employees, for a period of their scheduled work hours, perform their regular job responsibilities away from their primary business location utilizing telecommunication and information technology as appropriate.
- Office location will vary based on high school and college assignments.
- Some in-state and out of state travel required

Compensation & Benefits

We offer a competitive salary range based on education and a full benefits package.

- COMPENSATION: \$42,500 BA | \$44,650 MA
- 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.
- Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)
- Holidays: Pre-Collegiate Advisors follow the legal holiday schedule observed by their school district.
- School Breaks: Pre-Collegiate Advisors follow school breaks observed by their school district including: fall break (if observed), winter break and spring break.
- Paid Time Off (PTO): Pre-Collegiate Advisors earn four personal days for the academic school year (August-May).
- Summer Vacation: 160 hours vacation during the summer (June or July)
- Sick is accrued at 7.34 hours per month

Applications Procedures

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: 1) Letter of Application 2) Resume or Vitae. Submit your completed application materials to: HR@dhe.state.co.us

Application Deadline: Position will remain open until filled. Application review begins immediately. Employment is contingent on successful completion of a criminal background check.

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

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

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.