

**Chief Student Success and Academic Affairs Officer
Colorado Department of Higher Education**

POSTING DATE:	May 24, 2024
CLOSING DATE:	June 16, 2024
COMPENSATION:	\$150,000-\$153,500
JOB TYPE:	Full-Time
FLSA STATUS:	Exempt

Department Information:

The mission of the Colorado Department of Higher Education (CDHE) is support students, advocate, and develop policies to maximize higher education opportunities for all. Our vision is that all Coloradans will have an education beyond high school to pursue their dreams and improve our communities.

Position Summary:

The Chief Student Success and Academic Affairs Officer (CSSAAO) plays a hands-on, strategic senior-level role in the Colorado Department of Higher Education focused on strong policy to advance student success. The CSSAAO has high-level leadership and management skills along with top-level strategic insight and the ability to assist in the development and implementation of department initiatives.

Internally, the CSSAAO provides strategic leadership to the Student Success & Academic Affairs Division made up of the following units: Student Success (including GEAR UP), the Colorado Opportunity Scholarship Initiative, Career Connected Learning and Workforce Development, Educator Pathways and Early Childhood programs, Office of Private Postsecondary Education, Open Educational Resources, and all Academic Affairs functions. The CSSAAO helps create a team culture of innovation, inclusivity, and collaboration. Through the efforts of this leader and this team, the Department will be seen as a thought leader in developing, piloting, and implementing creative solutions that assist our public institutions in attaining the CCHE Strategic Plan goals and advancing higher education in the state of Colorado. With a keen eye toward accountability and return on investment, and in collaboration with partners, this position seeks to implement policy changes focused on helping students find success in postsecondary opportunities.

Externally, the CSSAO works with local and national partners, partner state agencies, and institutions of higher education to further expand the work. The CSSAAO provides consultation and leadership to the Deputy Executive Director and Executive Director of CDHE in developing new policy initiatives and leads the development of student success initiatives that can be implemented statewide.

The successful candidate will exhibit stellar strategic leadership and the ability to both build trust through advocacy and ensure accountability of work teams. The candidate will have the ability to ensure robust communication throughout a large division. Further, the successful candidate will have an eye for leveraging expertise and functionality within the Student Success & Academic Affairs Division and will create opportunities to streamline programs, services, and supports. The successful candidate will employ a commitment to partnership,

both within and outside the Department, and will engage networks to best serve the needs of Colorado learners and communities.

The successful candidate will have excellent management and organizational skills, with the ability to grow staff and support their professional development. In addition, the successful candidate will have passion and experience working with diverse populations including socially and economically disadvantaged, low-income, first generation, and/or minority students. Finally, the successful candidate will have the ability to work effectively and diplomatically with groups of faculty, staff, and students

Essential Duties and Responsibilities

Strategic Leadership, Policy Development, and Communications

- Senior level oversight of the Colorado Scholarship Opportunity Scholarship Initiative plus several federal and state funded initiatives
- Create synergies within the Student Success & Academic Affairs units including the alignment of P-20 strategies and linkages to and through the workforce
- Develop partnerships with national foundations, philanthropists, and state leaders to develop and drive innovations/promising practices that can be assessed for success in Colorado and then work with partners to implement statewide
- Coordinate efforts by team members to direct resources toward activities that demonstrate success
- Communicate closely with public institutions, community members, and other stakeholders as policies are developed or changed; create a culture that encourages dialogue internally among Department staff and with external partners

Operations and Management

- Senior level oversight of GEAR UP:
 - Accountable for administration of seven-year, \$35m grant including grant management, program effectiveness, and overall program quality and accountability; oversight for program-spending authority and for leading efforts to secure continuation funding and development of new grant proposals
 - Provide leadership and vision for the GEAR UP team in developing and maintaining relationships with external partners and stakeholders and cultivating a highly functional team of internal personnel
 - Accountable for performance reporting to the Colorado and US Department of Education with a keen focus on measurable outcomes; provide and encourage thought leadership regarding innovative practices that promote and enhance student success and college affordability
- Senior level oversight of the Colorado Opportunity Scholarship Initiative (COSI):
 - Accountable for this four-year \$55m initiative including the advising and scholarship components and state and local recovery funded and general fund programs
 - Accountable for performance and annual reporting to legislature, Governor's office and COSI advisory board
- Senior level oversight of Academic Affairs
- Senior level oversight of Student Success and P-20 alignment

- Grant management: Provide oversight for grants that fund activities in the Academic Affairs and Student Success units; seek additional grants to fund ongoing opportunities that align with the Department vision and CCHE Strategic Plan
- Policy development, implementation and oversight: Maintain updated CCHE policies and Department procedures that reflect statutory changes and Governor's policy changes; collaborate with public institutions in developing and implementing new policy and communicate broadly to stakeholders affected by these changes
 - Oversee academic initiatives related to student success and outcomes including persistence, retention, transfer, reverse transfer, developmental education, and graduation
 - Oversee the academic affairs unit as it interprets system, institutional, and campus policies related to student academic and non-academic issues and communicate these policies to enrolled or prospective students and families; oversees the academic affairs unit work on educator preparation and P-20 alignment efforts
 - Oversee the student affairs unit as it develops and implements policy around student success initiatives such as concurrent enrollment, enrollment management, remedial education, guided pathways, and supplemental academic instruction, including implementation of P-20 alignment initiatives.
- Personnel Management: Oversee and support the Student Success & Academic Affairs Division and its main units; provide coaching and management expertise to the supervisors of these units; create professional development and training plans for the Division that are inclusive of CDHE-wide efforts; and perform ongoing personnel management
- Budget Management: Manage GEAR UP, Colorado Opportunity Scholarship Initiative, other federal and philanthropic grants, and general fund/cash fund budgets for the Division; work to align resources more closely with the Department vision
- Other duties as assigned by the Deputy Executive Director or Executive Director

Minimum Qualifications:

- Master's degree in higher education, education, business or public administration or other related field or equivalent leadership experience
- At least seven years of progressive administrative or leadership experience in an educational setting, non-profit organization, foundation, or private sector business
- Excellent interpersonal and written communication skills and public relations skills
- Experience with policy development
- Knowledge and ability to oversee grant writing efforts and grant management
- Experience in budget development and monitoring as well as project management
- Experience with Microsoft Office including Word, Excel, and PowerPoint
- 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.

Preferred Qualifications:

- Doctoral degree in education or higher education
- Knowledge of postsecondary preparedness, admissions, enrollment management, financial aid, and financial literacy
- Knowledge of college placement and entrance tests/assessments and state standardized tests

- Experience with student affairs, admission policy, developmental education policy, concurrent enrollment policy and implementation, K-12 education system, and P-20 alignment
- Understanding of academic, career, and student services advising at pre-collegiate and collegiate levels
- Ability to promote innovative approaches in teaching, assessment, and student learning
- Knowledge of college organization, policies and procedures, including academic and student affairs
- Experience with faculty affairs and academic policy, academic program planning, educational policy, curriculum review, and program evaluation
- Understanding of the alignment and data connections of postsecondary programs to the workforce and the ways in which this improves the State's economy

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the required qualifications listed above and submit a complete application package, which must include the following:

- 1. Letter of Application.** A letter of application which addresses how you meet the qualifications described in this announcement.
- 2. Resume or Vitae.** A detailed resume or vitae including all educational and professional experience.

Submit your completed application materials to:

HR@dhe.state.co.us

OR:

Colorado Department of Higher Education
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.

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

Application Deadline: Position will remain open until filled. Application review begins immediately, and position start is immediate.

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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.

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)

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, fax, and personal computers. 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 8-5. 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.