

Application Developer

Colorado Department of Higher Education



POSTING DATE: July 28, 2021

CLOSING DATE: Open until Filled

COMPENSATION: \$60,000-\$70,000 annually

Colorado GEAR UP is a 7-year federal grant that is funded by the U.S. Department of Education and is managed by the Colorado Department of Higher Education on behalf of the Governor's Office. Colorado GEAR UP is a pre-collegiate service program that helps prepare low-income and first-generation students to meet the high expectations for high school graduation and college admission. 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 our program, please visit www.coloradogearup.org.

DESCRIPTION OF JOB:

In collaboration with the leadership team, the Application Developer will oversee and support the Colorado GEAR UP database, scholarship databases, student portfolio, website and will also be responsible for data collection, data storage and reporting. The Application Developer will be a key player in providing the team with effective tools that will enhance program efficiency and productivity.

Essential Duties & Responsibilities

Database

- GEAR UP Database development, expansion and maintenance for the end users which is primarily the GEAR UP team.
- GEAR UP Scholarship database expansion and maintenance for the GEAR UP team and other end users such as institutions of higher education.
- GEAR UP Student Portfolio development, expansion, and maintenance for the end users including the GEAR UP team and GEAR UP students and parents. Development and expansion will include but is not limited to a system for tracking college applications, scholarships, financial aid, summer programs and 1st year college students.

- Data collection and maintenance including but not limited to grades, high school and college course enrollment, test and assessment scores, financial aid, remediation codes, college applications, relevant student level SURDS data, and survey data.
- Troubleshooting and system improvements.

Website:

- Update and maintain the current website content. Publish new information and content as needed.
- Develop and maintain website themes, design and navigation.
- Create new web pages and functionality as needed.
- Manage search engine analytics to maximize traffic and monitor visits to the coloradogearup.org site.

Reporting:

- Data uploads.
- Develop automated reports for data including but not limited to grades, credits earned, concurrent enrollment courses, remediation courses and test and assessment scores.
- Develop reporting expansions and enhancements for College Portfolio data including but not limited to financial aid, college applications, and scholarships.
- Extract and analyze data. Provide reports and deliver presentations upon request.
- Collect the required data from school districts and complete the specified sections of the Colorado GEAR UP Annual Performance Report and Final Performance Report.

Other:

- Data share with external evaluators and others with approved requests.
- Provide database training and support for staff members.
- Other duties as assigned.

Minimum Qualifications:

- Must have at least 1 year experience with Microsoft SQL Server Database including table management, T-SQL and stored procedures.
- Must have at least 1 year experience with VB.Net and ASP.Net
- Must have experience with Visual Studio.
- Experience creating web-based reports or ability to learn.
- Self-starter & self-directed
- Ability to work independently.
- Strong organizational skills and detail oriented
- Strong communication skills
- Must be able to work in a fast-paced environment.
- Must be able to meet deadlines regularly.

Preferred Qualifications:

- Knowledge of the K-12 and higher education system including standardized testing, college entrance and placement tests, concurrent enrollment, college admissions and financial aid.

Reporting

Application Developer will report to the Program Director.

Work Schedule

This is a full time, year-around position. Some in-state and out of state travel required.

Location: Remote & Downtown Denver

This position is currently 100% remote. After September 1, 2021, this position may report to the downtown Denver office on weekly basis.

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).

This position is non-classified and exempt from the rules of the Colorado State Personnel Board. Employment is contingent upon successful completion of a criminal background check.

Application 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.

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.