

**Program Coordinator
Educator Loan Forgiveness Program**

Colorado Department of Higher Education

POSTING DATE: July 26, 2021

ADVERTISED TO DATE: August 9, 2021

COMPENSATION: \$24.75-27.40/Hour

DESCRIPTION OF JOB:

The objective of this position is to work with the Colorado Department of Higher Education (CDHE), the Colorado Department of Education (CDE), external stakeholders, and selected vendor to implement the Educator Loan Forgiveness Program. This position will ensure that statute is being adhered to in the application and review process, assist in marketing the program, stand up the initial process, and ensure that the program is ready to integrate into CDHE as a maintenance as needed process at the end of the term.

ESSENTIAL DUTIES & Responsibilities:

- *Marketing and outreach of the educator loan forgiveness program*
 - *Work with CDE and other stakeholders to market to educators to increase applicants for rural areas.*
- *Work with software company to develop processes for the program*
 - *Includes developing pre-screen eligibility questions*
 - *Defining eligibility parameters for program participants*
 - *Determine acceptable documentation that applicants must provide during application process.*
 - *Structure criteria for selecting top 100 eligible educators as well as alternates based on statute.*
- *Respond to questions from potential applicants, educators awarded the benefit, and stakeholders regarding the program.*
- *Create a policy & procedures for the program for CCHE*
- *Document the process as it is implemented as well as steps going forward for yearly program implementation.*
- *Update CCHE policy as needed on the program.*
- *Work with CDHE to ensure program is adhering to current statute and as questions arise.*

REQUIRED MINIMUM QUALIFICATIONS:

Competencies

- Ability to analyze program data;
- With adequate training, a working knowledge of state statutes, rules and regulations, policies, procedures and guidelines related to the Educator Loan Forgiveness Program;
- Ability to read and interpret Colorado Revised Statutes and policies;
- Ability to work effectively in both independent and team situations;
- Proficient at Microsoft Office (Word, Excel, PowerPoint);
- Ability to take initiative to solve problems in an innovative manner;
- Strong time and project management skills, including prioritization and multi-tasking ability;
- Excellent reasoning, investigative, analytical, and problem-solving skills;
- Excellent facilitation, presentation, and communication skills, both written and oral; and
- Strong attention to technical detail and accuracy.

Education

- Bachelor's or graduate degree in finance, accounting, public policy, political science or a related field;

Experience

- At least (3) years of professional experience where the primary purpose of the position was program development and implementation, policy development and implementation, or public or private sector management or administration that included program formulation, execution, and analysis.
- Experience in presenting technical information to nontechnical audiences and in leading collective decision making;
- Excellent interpersonal skills, time management skills, and the ability to work effectively and under pressure with a team of co-equals to meet tight and rigid deadlines.
- Experience in exercising independent judgment in an administrative setting;
- Excellent analytical and communication skills; and
- Skill in interacting with decision makers and staff as well as with other specialists and experts.

This position is Part-Time working 20 hours per week and is term limited with the position ending in June of 2022.

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.

This position is not eligible for benefits . Paid leave time is accrued at 7 hours per month for vacation leave and 5 hours per month for sick leave.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

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.