

Colorado GEAR UP
Gaining Early Awareness and Readiness for Undergraduate Programs
College Advisor Job Description

GEAR UP

Colorado GEAR UP is a 7-year federal grant that is funded by the U.S. Department of Education and is managed by the 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 high expectations for high school graduation, college admission and degree completion. 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.

Locations

Denver

Position

GEAR UP College Advisor: The GEAR UP College Advisor will be responsible for coordinating, developing, and implementing college support services under the guidelines, policies, and mission of Colorado GEAR UP. The College Advisor will drive college matriculation and retention efforts for GEAR UP students through their first year of college. The College Advisor will be assigned to local area colleges and help oversee statewide college support program initiatives.

Responsibilities and Duties

- Network and develop partnerships with post secondary institutions and support programs to provide students with resources they will need to be successful in college.
- Assist students in becoming independent learners and how to navigate through a post secondary system including financial aid.
- Conduct one-on-one and small group advising sessions with students. Monitor and track academic progress and help set-up early alerts and interventions for student success.
- Serve as a mentor, resource, liaison, and advocate for student enrollment, transition, retention, and success.
- Provide college survival tools and techniques such as time management, study skills, and tutoring opportunities.
- Help develop, coordinate, and oversee GEAR UP college support initiatives in local colleges.
- Enter data regularly and accurately and conduct or participate in surveys and interviews as needed.
- Manage in-kind match data collection as outlined in the grant.
- Responsible for site budget and expense reporting.
- Other assigned duties.

Minimum Qualifications:

- Master's degree required; degree in education or related field
- 3-5 years experience in a middle school, high school, or college setting
- Knowledge of financial aid and college admission
- Knowledge of standardized testing
- Self starter & self directed
- Ability to work independently as well as be a team player
- Strong organizational skills and detail oriented
- 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, & PowerPoint

Preferred Qualifications:

- Bilingual, Spanish preferred
- Data management experience

Reporting

College Advisor reports directly to the Program Director.

Work Schedule

One year position beginning September 1st 2011 and ending on July 30th, 2012.

Compensation

We offer a competitive salary range based on education and experience with a full benefit package.

Background check required.

To Apply:

Send your resume to scott.mendelsberg@dhe.state.co.us