

Colorado GEAR UP
Gaining Early Awareness and Readiness for Undergraduate Programs
Pre-Collegiate Advisor Position 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

Alamosa, Aurora, Colorado Springs, Commerce City, Denver, Lakewood, Fort Morgan, Greeley, La Jara, La Junta, Lakewood, Lamar, and Pueblo.

Position

GEAR UP Pre-Collegiate Assistant: The GEAR UP Pre-Collegiate Assistant will be responsible for supporting program services under the guidelines, policies, and mission of Colorado GEAR UP and work closely with the GEAR UP Pre-Collegiate Advisor and serve as a mentor and resource for students. The GEAR UP Pre-Collegiate Assistant will assist with a variety of program duties and projects as directed.

*Middle School Duties:

- Recruit qualified students to participate in the Colorado GEAR UP Program.
- Build a strong GEAR UP presence in the school with Principals, teachers, staff, students, parents, and the community to gain support for student success and create and develop a strong post secondary outlook and culture in the school by providing college awareness and exposure and setting high expectations.
- Build strong, mentoring relationships with students and conduct one-on-one and small group advising sessions with students.
- Monitor, track, and analyze academic progress through report cards, standardized testing, and pre and post assessments.
- Utilize interventions for academic support to help ensure students will enter high school on academic grade level including remediation programming.
- Teach a college readiness, study skills, and career exploration curriculum in a group setting.

*High School Duties:

- Intense case managing to help ensure retention and grade promotion. Conduct 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.
- Develop and maintain relationships with staff and administration within the middle school and high school.
- Teach a college readiness, study skills, and career exploration curriculum in a group and/or individual setting and assist students in building a college portfolio which will include guiding students through the college admission process including financial aid.
- Oversee and facilitate testing and assessments to include but not limited to ACCUPLACER, CLEP, ACT and SAT.
- In collaboration with the school, create and develop a strong post secondary outlook and culture by providing college awareness and exposure and setting high expectations. Serve as a resource for financial aid, scholarships, and post-secondary education information to students, staff, and parents.
- In collaboration with the leadership team, the high school staff, and local colleges, develop and drive dual enrollment coursework and remedial curricula in math and English to ensure students will start college without the need for developmental courses.

- Network and develop partnerships with post secondary institutions and support programs to provide students with post secondary exposure and experiences to help ease the transition from high school to college and to build sustainability.
- Coordinate, facilitate, and monitor academic and/or enrichment summer opportunities for students.
- Participate in off-site college visits, fairs, job shadows and community service projects (travel required).

***Other Duties:**

- 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.

*Duties will vary by school

Minimum Qualifications:

- Bachelor's Degree required; degree in education or related field preferred
- 2-4 years experience in a middle school, high school setting, or college setting
- 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
- Knowledge of financial aid and college admission
- Knowledge of standardized testing
- Data management experience

Reporting

Pre-Collegiate Assistant reports directly to the Program Director.

Work Schedule

This is a part time position during the academic school year. 24 hours per week.

Compensation

\$20 per hour. No benefits.

Background check required.

To Apply:

Send your resume to scott.mendelsberg@dhe.state.co.us and specify the location you are interested in.