



VACANCY ANNOUNCEMENT
Montana University System
Office of the Commissioner of Higher Education
46 N. Last Chance Gulch – PO Box 203201
Helena, MT 59620-3201

Job Title: Montana GEAR UP Program Coordinator II
Position No.: 51216002
Location: Helena, MT
Salary: \$29,000 - \$33,000 annually
Status: Permanent, Full-Time

Application Requirements and Deadline: A completed [State of Montana application form](#), resume, and cover letter relating the applicant's experience and qualifications to the position must be submitted to any local Job Service Office or to the Office of the Commissioner of Higher Education, 46 N Last Chance Gulch, P.O. Box 203201, Helena, MT 59620-3201, phone (406) 444-0328. Screening of applications will begin **April 24** and continue until the position is filled. Incomplete applications will not be considered. This position is eligible for veterans' preference in accordance with state statute.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Office of the Commissioner of Higher Education at 406-444-0328. TDD users may use the relay service by dialing 711 **or** 1-800-253-4091.

Description of Work Unit: Montana GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is in the third year of a six-year grant awarded to the Office of the Commissioner of Higher Education. The GEAR UP program works with twenty-five middle schools in low income communities and their receiving high schools to develop pro-college school cultures. Montana GEAR UP believes that postsecondary education is possible for all Montana students, regardless of economic background, and strives to empower them to realize that ambition. GEAR UP brings this message to middle and high schools, students, their parents, and communities through various services and activities, such as career and college awareness activities and resources, financial aid information, academic support and enrichment activities, job shadowing, college visits, summer enrichment programs, counselor resources, professional development, parent involvement programs, and more. A significant scholarship program is also a component of GEAR UP.

Duties & Responsibilities: Under the supervision of the GEAR UP Director, this position is a combination of project coordination, fiscal, administrative duties, and information technology.

Project coordination includes:

- Planning, coordinating, and evaluating special projects, events, meetings, and conferences
- Drafting, designing, editing, and disseminating GEAR UP monthly newsletter to stakeholders
- Writing professional and technical manuals, reports, publications, flyers, forms, and correspondence
- Interpreting technical data to develop reports
- Overseeing other projects as assigned

Fiscal duties include:

- Maintaining GEAR UP accounting records
- Processing all invoices

- Monitoring and reconciling contracts
- Processing travel forms

Administrative responsibilities include:

- Office management
- Records management
- Compilation and update of contacts
- Assistance with staff projects as assigned

Information technology duties include:

- Providing information technology support to staff and field personnel, including web-based assessment
- Developing and querying databases
- Overseeing and updating GEAR UP web pages

Competencies:

- Motivated, flexible, self-starter who can ensure an efficient, timely flow of work while being frequently interrupted
- Ability to learn quickly and take initiative to complete assigned projects independently and in a professional manner
- Excellent verbal and written communication skills including technical writing and creating original correspondence
- Teamwork skills with a willingness to contribute creative and innovate ideas as well as to support other staff with their projects
- An understanding of budget development and an ability to reconcile expenditures to accounting records with accuracy and to produce useful reporting
- Friendly, professional manner when working with school personnel, co-workers, and the public as well as a willingness to work with diverse populations
- High degree of accuracy and attention to detail
- Strong organizational skills
- Ability to review and interpret data
- Knowledge of where information can be obtained with precision, accuracy and on short notice
- Knowledge of office practices and procedures
- Desire and ability to look for more efficient procedures
- Ability to accept, learn and implement new procedures
- Information technology competencies include strong skills and experience in office productivity software including Microsoft Word, Excel, Access, Outlook, Publisher, and PowerPoint as well as Adobe Acrobat. Prefer technical and creative web experience and the ability to design and update web pages using Dreamweaver or similar software.

Education and Experience: At least two years college level coursework in a relevant field, plus four years progressively responsible experience, or equivalent combination of education and experience. Bachelor's degree and experience designing and updating web pages preferred. Technical writing skills and knowledge of general accounting practices required.

An EEO Employer