



Montana University System

Office of the Commissioner of Higher Education

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VACANCY ANNOUNCEMENT

Posted January 16, 2025

Job Title: **Outreach Advisor**
Educational Opportunity Center

Position #: 51230016

Location: Helena, Montana

Wage: \$25.00 per hour

Status: Full-time. Position is contingent upon continued grant funding.

The Office of the Commissioner of Higher Education (OCHE) seeks an Outreach Advisor for the OCHE TRIO Educational Opportunity Center grant. The successful candidate in the position will provide services to adult clients to support them in completing high school graduation, Hi-SET completion, financial literacy, college application support, and/or assisting in the client enrolling in higher education.

The position is a full-time classified staff position covered by the Montana University System Staff Compensation Plan. MUS staff are eligible for employee benefits (health insurance, sick leave and vacation leave, state holidays and retirement program) in accordance with state law. Eligible for MUS staff tuition waiver and dependent partial-tuition waiver at MUS educational units in accordance with Board of Regents policies.

Description of Work Unit: The Office of the Commissioner of Higher Education (OCHE) administers a federal U.S. Department of Education TRIO Pre-College grant, Educational Opportunity Center. Educational Opportunity Center serves eligible clients in eleven western Montana counties. With its unique position at the state level, EOC supports and leads ongoing initiatives to strengthen the college access strategies of state and target area schools and counties.

Educational Opportunity Center (EOC) provides counseling and information on college preparatory services to eligible adults who want to enter or continue a program of higher education. Target clientele focuses on student resident access for the forty percent of high school students who do not initially enroll in higher education, students who stopped out of the education pipeline, or those who want to enhance skills for job growth. Services include financial literacy, financial aid assistance, academic advice, personal counseling, career workshops, information on the types of higher education opportunities available, assistance in completing college application process, media activities designed to involve and educate the community with higher education opportunities, tutoring, mentoring, and education opportunities specifically available for current or retired military personnel and their families. The goal of EOC is to increase the number of adults who enroll in higher education.

Duties and Responsibilities

The Outreach Advisor reports to the TRIO Pre-College Programs Director. The Outreach Advisor works with the Director to deliver the EOC objectives and program services.

- Work independently and with minimal supervision to accomplish program goals and objectives.
- Provide services to clients that align with the EOC's mission to increase educational access for adults.
- Assist clients in setting educational and career goals, including support for college applications, financial literacy, and HiSET completion.
- Maintain accurate, detailed client records in Blumen and hard copy formats.
- Build and maintain positive relationships with community stakeholders and educational partners.
- Assist with the planning and delivery of workshops, presentations, and program events.
- Travel weekly as needed to target counties, with occasional overnight travel.
- Work closely with EOC program staff at OCHE to ensure cohesive program delivery and client support.
- Other duties as assigned.

Additional information about the position duties and responsibilities is included below.

Recruitment & Client Support:

- Recruit new clients and provide ongoing support to existing clients in designated counties.
- Travel to pre-assigned communities within the following counties: Lewis & Clark, Broadwater, Jefferson, Beaverhead, Deer Lodge, Granite, Silver Bow, Lake, Missoula, Powell, and Ravalli.
- Provide program services to clients through multiple formats, including in-person group/individual meetings, virtual meetings (web-based), workshops, emails, phone calls, and letters.
- Recruit, screen, and determine client eligibility for TRIO services.

Data Management & Counseling:

- Enter client information and contact details into the Blumen database accurately and in a timely manner.
- Counsel clients on career planning, college decision-making, financial aid, and post-secondary education goals.
- Maintain up-to-date client records in both hard copy and electronic formats (Blumen).
- Track client goals and progress to ensure accurate reporting of program metrics and objectives.

Program Development & Community Engagement:

- Assist with planning, developing, and implementing presentations and workshops on high school diploma completion (HiSET), career planning, college decision-making, and financial aid.
- Maintain positive relationships with community stakeholders, including high school personnel, alternative education partners, and community organizations.
- Collaborate with EOC staff to develop effective recruitment strategies and services for program clients.

Remote Work & Structure:

- When not traveling or working in target counties, the position will involve remote work, including data entry, client counseling, and virtual meetings with program participants and partners.

- Maintain accountability through regular check-ins with the Director, including daily start- and end-of-day updates.
- Communicate weekly with the Director to report on recruitment activities, client support, and data management.
- Complete all recruitment, data input, and client service tasks according to established timelines.

Travel Requirements:

- Travel to designated counties for recruitment, services, and partner engagement.
- Occasional pre-approved overnight travel may be required for specific program operations or events.
- Maintain reliable transportation and provide proof of mandatory liability insurance coverage for business travel. Mileage reimbursement will be provided in accordance with OCHE policies.

Qualifications

Required Qualifications:

- Associate degree.
- Ability to effectively develop working relationships.
- Knowledge of secondary or post-secondary education systems, demonstrated through work with school districts, education programs, or equivalent experience.
- Strong desire to promote educational achievement and opportunity to underserved populations.
- Detail-oriented with experience in documentation and data management.
- Effective written and oral communication skills.
- Proficiency with computer applications, including Microsoft products.
- Ability to work independently and meet program goals with minimal supervision.
- Reliable transportation with mandatory liability insurance.

Preferred Qualifications:

- Bachelor’s degree.
- Experience working with TRIO programs or federally funded educational programs.
- Experience working with adult learners, veterans, or traditionally underrepresented populations.
- Knowledge of higher education systems, financial aid processes, and career planning resources.

Application Requirements and Deadlines

Application requirements consist of items one through four below:

- (1.) a letter of interest relating the applicant’s experience and qualifications to the position;
- (2.) a resume;
- (3.) a list of three professional references with contact information; and
- (4.) a completed State of Montana employment application.

Online submission is preferred at: <https://statecareers.mt.gov/>. Applicants may also submit materials to OCHE (*Attention: Human Resources*), PO Box 203201, Helena, MT 59620-3201.

The position is open until filled. Candidates should submit required application materials by **5:00 p.m. on Wednesday, January 29, 2025**, to be considered in an initial screening of applications. This position is eligible for veterans' preference in accordance with state statute. Approval will be obtained before contacting the candidates' current employer.

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 406-449-9155. TDD users may use the relay service by dialing 711.

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