

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 3586300**

<b>Assistant in Higher Education Opportunity, Grade 22</b>	<b>3586300</b>
<b>Associate in Higher Education Opportunity, Grade 26</b>	<b>3586400</b>

Brief Description of Class Series

Positions in this title series at the State Education Department (SED) monitor and render technical assistance to higher education opportunity programs at post-secondary institutions, school districts, and community-based organizations. Incumbents analyze and approve program budgets, amendment requests, and programmatic reports; conduct site visits at participating programs; monitor grant-funded activities for compliance with SED requirements; draft and review requests for proposal (RFPs) and applications for grants; and make recommendations to improve program operations.

Distinguishing Characteristics

*Assistant in Higher Education Opportunity:* full performance level; under the direction of an Associate in Higher Education Opportunity, or other higher-level staff, provides technical assistance to improve administration of higher education opportunity programs; performs program reviews to ensure compliance; and monitors program budgets and expenditures.

*Associate in Higher Education Opportunity:* advanced performance or first supervisory level; leads and independently performs the full range of professional duties; serves as the lead liaison for large and more difficult projects; and may supervise Assistants in Higher Education Opportunity and other staff in the monitoring of higher education opportunity programs.

Illustrative Tasks

*Assistant in Higher Education Opportunity*

Provides technical assistance and guidance to program staff/programs to ensure compliance with applicable laws, rules, and regulations; and recommends corrective actions when necessary.

Conducts site visits of institutions, administering higher education opportunity programs and drafts reports and recommendations for improvement of program operations.

Develops, maintains, and updates guideline documents to support higher education opportunity programs.

Analyzes and approves program budget proposals, amendment requests, final budget documents, and semi-annual program reports.

Reviews RFPs, applications for grants, contracts, and awards, and monitors grant-funded activities for compliance with SED requirements.

Plans and administers conferences and training workshops for program staff, and collaborates with other State agencies to ensure consistency in addressing issues related to higher education opportunity programs.

*Associate in Higher Education Opportunity*

Performs the duties of Assistant in Higher Education Opportunity.

Leads site reviews of higher education opportunity programs.

Drafts reports and materials for consideration by the Board of Regents, and other governmental entities.

Drafts comments on legislative proposals pertaining to higher education opportunity issues.

May supervise Assistants in Higher Education Opportunity and other staff in conducting program reviews.

Minimum Qualifications

*Assistant in Higher Education Opportunity*

Open Competitive: master's degree, and two years of professional experience in an education program designed for secondary or post-secondary students who are educationally or economically disadvantaged, are members of a minority group, or are traditionally under-represented in the licensed professions.

*Associate in Higher Education Opportunity*

Promotion: one year of service as an Assistant in Higher Education Opportunity.

Open Competitive: possession of a master's degree, and four years of professional experience in an education program designed for secondary or post-secondary students who are educationally or economically disadvantaged, are members of a minority group, or are traditionally under-represented in the licensed professions. Two years of the experience must have been at a supervisory level.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 10/2020

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