



## POSITION ANNOUNCEMENT

The West Virginia Council for Community and Technical College Education seeks to employ a Project Director to administer all aspects of a US Department of Labor Sector Partnership (SP-NWDG) National Workforce Development Grant, and act as liaison for the Community and Technical College System of WV with WorkForce West Virginia and local Workforce Development Boards (WDBs) as it relates to this specific grant.

<b>Position Title</b>	Project Director
<b>Classification</b>	Full Time, Non-Classified, Exempt, Benefits-Eligible One –Year assignment (Grant Funded)

**Duties and responsibilities.** Reporting to the Vice Chancellor for Community and Technical College Education, the Program Director will be responsible for the facilitation, organization and planning of regional meetings and trainings between administration and staff at West Virginia Community and Technical Colleges, local Workforce Development Boards, WorkForce WV and other agencies involved with workforce development and training. Monitor the college enrollment and other wrap-around services provided to those eligible to receive support from the grant as well as tracking their progress through the grant program. The incumbent will be responsible for managing the workflow and data accuracy of monthly reports from nine (9) community and technical colleges, seven (7) Workforce Development Boards, and other external partners as well as conducting independent research and resource documentation concerning best practices in enrolling and engaging the long-term unemployed in community and technical college programs.

**Knowledge, skills and abilities.** The successful candidate must have extensive knowledge of the community and technical college education system. The candidate should be a self-starter with the ability to organize multiple projects, work as a team member, and meet deadlines within a fast-paced environment. Strong written and interpersonal communication skills are essential. Dependability is crucial as the successful candidate must be able to work a flexible schedule that may include both day and evening hours. The ability to travel to various regions of the state is required.

**Education and experience.** Master’s Degree in Business Administration, Education or related field or equivalent combination of education and directly related work experience related to workforce and economic development, grant administration, reporting and data analysis is required. PMP certification is preferred.

**Salary.** Commensurate with experience and qualifications.

**Closing date.** Position is opened until filled. Priority consideration will be given to application materials received on or before May 19<sup>th</sup> 2017.

**Application process.** Qualified candidates should submit a letter of interest, a current resume, and the names, titles, phone numbers and e-mail addresses for three professional references. Finalist candidates are subject to employment and credential verification, reference and background checks. Submit all information electronically via e-mail with “**Project Director**” in the subject line to: Ms. Vickie Hairston at [hepc.hr@wvhepc.edu](mailto:hepc.hr@wvhepc.edu).

### **Equal Opportunity/Affirmative Action Employer**

*The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. To that end, we endeavor to provide equal treatment in employment and provision of services to applicants, employees and those we serve without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability or veteran status. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.*