



POSITION ANNOUNCEMENT

This position serves the West Virginia Council for Community and Technical College Education (“Council”) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

Position Title: Director of Workforce and Economic Development

Date: April 13, 2018

Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible

Duties and responsibilities: Reports to the Vice Chancellor. The Director for Workforce and Economic Development provides leadership for workforce training initiatives and business and industry partnerships to advance the development of and enrollment in college-ready programs for business and industry. Assists businesses in identifying their workforce competency and hiring requirements; forming training partnerships and employment pipelines; leveraging CTCS resources to provide and customize the wide array of programs and services; and delivering affordable, specialized training anytime, anywhere: on employer site; on-campus; on-line; or at community-based locations; manage the WV Advanced grant to support employer training and partner with economic development on business development and/or relocation initiatives.

The Director develops apprenticeship, internship, and other workplace based experience programs in support of students and local industry. This position is responsible for marketing, budget, data management, analysis, and reporting, and assisting in the design and development of new programs in collaboration with local Community and Technical Colleges. This position is actively involved in regional economic development, employer organizations and district high schools to ensure program outreach and alignment. In some parts of the state the Director will be asked to lead and facilitate sector partnership initiatives. The Director works closely with staff to achieve the goals of the WVCTCS.

Knowledge, skills and abilities: Candidate must be able to demonstrate an in-depth knowledge and understanding of workforce and economic development. Candidates must possess ability to organize and conduct training programs; conduct research on workforce needs; ability to manage projects; strong organizational skills; excellent oral and written communication skills; proficiency in the use of Microsoft Office software; attention to detail; and ability to manage competing demands.

Education and experience: Position strongly prefers a Bachelors in Business, Economics, Engineering or related technical field and five years’ experience in development and delivery of training programs, or related types of work. However, any acceptable combination of education, knowledge, and experience that provides the applicant with requisite knowledge, skills and abilities to perform the job will be considered.

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 April 30, 2018.

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 “**Director of Workforce and Economic Development**” in the subject line to: Ms. Vickie Hairston at hepc.hr@wvhepc.edu.

Equal Opportunity/Affirmative Action Employer



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.