



POSITION ANNOUNCEMENT

Position Title: Coordinator for Compliance of Proprietary School Programs

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

Date: January 24, 2020

Located in West Virginia's Capital City of Charleston, the West Virginia Higher Education Policy Commission is home to more than 70 staff members dedicated to transforming lives for the state's college students. Working with 30 colleges and universities, our agency serves more than 70,000 undergraduate and almost 12,000 graduate students, helping improve their access to college, their success throughout college and their impact after they graduate. We embrace diversity. We value community. We drive growth. We engage – helping West Virginia's Climb to equip 60 percent of West Virginians with a certificate or degree by 2030. The Policy Commission is sought after as the best place to work, succeed and make meaningful change. Join our team and help West Virginia on its Climb to student success.

Position Overview: The West Virginia Higher Education Policy Commission and the West Virginia Community and Technical College System is seeking a Coordinator for Compliance of Proprietary School Programs who will be responsible for coordinating the application and permitting process for all proprietary schools operating within the state of West Virginia.

Duties and Responsibilities: The Coordinator will be responsible for creating and maintaining databases and other accurate and auditable records for each proprietary school operating within West Virginia. Receives and processes application packets from proprietary schools, processes check payments from schools for permitting, issues annual permit certificates to proprietary schools and may raise any issues and concerns to the attention of the Director of Academic Programming or the Vice Chancellor for Academic Affairs, as appropriate. The coordinator corresponds with Workforce West Virginia regarding the permitting process and answers questions from potential new schools related to the application process and documentation required for application approval. Completes site visits as required. Creates and maintains a website for both the Commission and Council that will provide consumer level information to potential students and stakeholders, including information such as, authorization status, approved proprietary schools and level of degree-granting authorization. Investigates student complaints received by both the Commission and Council by following the established dispute resolution process. Assists the Office of Veterans Education and Training as requested. May perform other duties as assigned.

Knowledge, skills and abilities: Excellent written and verbal communication skills. A self-starter with the ability to prioritize, make decisions, and work as a team member to meet deadlines within a fast-paced environment. Advanced knowledge and skills in Microsoft Word, Excel, and PowerPoint. Familiarity with website content development management.

Education and experience: Bachelor's degree in business administration, education or related field with 1-2 years of directly related experience is required. Any requisite combination of education and experience may be considered.

Salary Range: Classified Position, Pay Grade 5 Annual Salary Range \$40,000 - \$45,000, commensurate with qualifications and experience.

Closing date: Position is opened until filled. Priority consideration will be given to application materials received on or before February 14, 2020.

Application process: Qualified candidates must submit a letter of interest, a current resume, and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as, reference and background checks. Submit all information electronically **via e-mail** with “**Coordinator for Compliance of Proprietary School Programs**” in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at hepc.hr@wvhepc.edu.

Equal Opportunity/Affirmative Action Employer/Veterans/Disabled

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.