



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. The option to work remotely is available.

Position Title: Project Director – Apprenticeships in Motion (AIM) Grant (Grant Funded)

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

Date: December 1, 2020

Overview: Reporting to the Vice Chancellor for the WV Community and Technical College System, provides direction and oversight for the statewide U.S. Department of Labor funded grant, Scaling Apprenticeship Through Sector-Based Strategies: Apprenticeships in Motion (AIM).

Duties and Responsibilities: Administer grant, manage staff of five, develop grant project including liaison activities to target constituents; ensure federal grant compliance; monitor budget and expenditures to ensure compliance with award; responsible for centralized financial and data reporting; oversee and participate in collection and compilation of data for programmatic reports; and collaborate with agency communications office to promote grant and report successes.

Required Knowledge Skills and Abilities: Ability to implement strategic initiatives at a system level. Excellent oral and written communication skills; project management skills, ability to manage a remote workforce; knowledge of principles and practices of governmental accounting; detail oriented with ability to interpret data quality and integrity; proficiency in Microsoft Office software, functional knowledge of databases, ability to travel; and excellent interpersonal skills.

Salary Range: Competitive salary.

Minimum Education and Experience Requirements: A Bachelor's degree in Business Administration, Management, Education, Counseling or related field and three years relevant work experience are required. Candidates with experience managing federal US Department of Labor grants will be given first preference.

Alternatively, an Associate degree in Business Administration, Management, Education, Counseling or related field with five years relevant experience, education and training will be considered. Master's degree is preferred.

Experience working with underserved, dislocated or unemployed/underemployed populations is preferred.

Closing date: Review of Applications begins December 22, 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 "Project Director AIM Grant" 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.