



POSITION ANNOUNCEMENT

This position serves the West Virginia Higher Education Policy Commission (Commission) and 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: Coordinator of WV GEAR UP College Transition & First Year Programs

Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible
(Federally Grant funded position through September 2021 with potential for continued funding beyond September 2021)

Date: December 11, 2018

Overview: Reporting to the Vice Chancellor for Student Affairs, the Coordinator of WV GEAR UP College Transition and First Year Programs will collaborate with West Virginia Colleges, Universities, and partners to develop, implement, and evaluate postsecondary transition programs and first year experience programs for students from WV GEAR UP's 23 high schools. The Coordinator is expected to provide leadership and staff support for programs, projects and workgroups associated with transition and retention programs aimed at working with first generation and low income students. The position will assist the division in securing external funds in order to advance the efforts of the Division of Student Affairs.

Duties and Responsibilities: The position will research, develop, implement, and evaluate postsecondary transition programs and first year experience programs for students from WV GEAR UP's 23 high schools. The position will ensure that WV GEAR UP students are accessing and utilizing tutoring, mentoring, and the support services they need as they transition to and persist through their first year of postsecondary education. The position will organize state, regional and campus-based professional development programs as needed. The position will provide regular communication to key stakeholders including campus contacts. The position will manage sub-grants, contacts, and budgets as directed. The position will work to secure external funding to support innovative transition and retention programs. Perform other duties as assigned. Access to reliable transportation and ability to travel required.

Knowledge, skills and abilities: Excellent communication skills and the ability to establish and maintain effective working relationships with students, parents, faculty, staff, and the general public. Proficiency in computer applications, including Microsoft Office, electronic mail systems, and online systems. Detail orientated, self-motivated, and able to work independently and carefully manage multiple responsibilities simultaneously with short deadlines in a high volume environment. Excellent interpersonal and organizational skills. Ability to work with changing priorities and multiple projects in a high volume environment. The ability to maintain confidentiality as well as the ability to understand, plan and execute budgets and funding.

Annual Salary: \$40,000 - \$50,000 (Federally funded through September 2021 with potential for continued funding beyond September 2021.)

Education and experience: Bachelor's degree required. Minimum of three years recent relevant experience required. Master's degree in student development, higher education administration, or related field preferred.

Closing date: Application review begins January 4, 2019.

Application Process: Qualified candidates should submit a letter of interest, current resume, and the names, titles, phone numbers and email addresses for three professional references. Final candidates are subject to employment and credential verification, reference, and background checks. Submit all information electronically via email with "**Coordinator of WV GEAR UP College Transition & First Year Programs**" in the subject line to: Ms. Vickie Hairston 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.