



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: West Virginia Invests Grant Program Administrator

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

Overview: Reporting to the Senior Director of Financial Aid, the Program Administrator is responsible for the day to day coordination and administration of the West Virginia Invests Grant Program. This program provides financial assistance of over \$10 million of state funding for thousands of West Virginia students. This position is also responsible for the development, coordination, and management of all communications for the Division of Financial Aid. This position coordinates the training and development of institutional financial aid staff, high school counselors, and others who may be involved in access to higher education. This position provides financial aid awareness to students and parents, prepares written guidance and reports for state-level financial aid programs, and ensures institutional compliance with West Virginia state regulations pertaining to state-level financial aid programs.

Duties and Responsibilities: The Program Administrator is responsible for the identification of major program issues and resolutions. This position is responsible for awarding, disbursing and monitoring scholarship funds. The Program Administrator will coordinate distribution of program information and all legislative changes to interested parties; coordinate the processing and notification of West Virginia Invests Grant awards and denials; evaluate student eligibility for financial aid; review, evaluate and respond to West Virginia Invests Grant appeals and deferments. Develop, coordinate and manage all communications regarding state-level financial aid programs for the Division of Financial Aid. Respond to general and specific state-level financial aid program inquiries from students, parents and counselors, as well as assist all financial aid staff in responding to general federal, private and institutional grant inquiries. Conduct training sessions for institutional financial aid staff, high school counselors and other interested parties regarding the West Virginia Invests Grant and other state-level financial aid programs. Prepare, distribute and interpret financial aid reports for Commission and Council staff, the West Virginia Legislature, the West Virginia Department of Education and other interested parties. Other duties as assigned.

Knowledge, skills and abilities: Excellent written and verbal communication skills along with the ability to speak in public is required. Ability to prioritize, make decisions, and work independently. Familiarity with state and federal student financial aid processes and programs is strongly preferred. Understanding of research design and the ability to access, analyze and disseminate student financial aid data. Advanced knowledge and skills in Microsoft Word, Excel, Outlook and PowerPoint.

Salary Range: Competitive salary, commensurate with experience.

Education and experience: A Bachelor's degree in an appropriate discipline such as business administration, public administration or counseling and student affairs/financial aid, plus three to five years of directly related experience in college-level administration or similar experience in a comparable position involving student financial aid, counseling or public relations is required. A Master's degree is preferred. Very effective communication and human relations skills in order to represent the Commission and Council to internal and external constituencies. Excellent administrative, planning, writing, and organizational skills. The ability to deal effectively with a wide range of individuals and groups is a plus.

Closing date: Position is opened until filled. Priority consideration will be given to application materials received on or before June 21, 2019.

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 "West Virginia Invests Grant Program Administrator" 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.