



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 Research and Evaluation

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

Duties and Responsibilities: Reporting to the Director of Student Services, the Coordinator of Research and Evaluation will design and coordinate research strategies, collect, analyze and validate data, and complete reporting for the federal seven-year multi-million dollar college access and success GEAR UP grant program. Reporting includes required annual federal reporting as well as ad-hoc requests to assess progress toward program goals and objectives as well as inform program activities and planning. The incumbent will be responsible for the development and monitoring of applicable research Memorandum of Understanding (MOU's) and related policies. Collaboration with West Virginia higher education institutions, the WV Department of Education, local county boards of education as well as an external evaluator to collect, analyze, report and utilize data to improve college access and success rates is critical. The incumbent will provide research, planning and administrative leadership on college access and success initiatives for the Commission and Council. The incumbent will promote the accomplishments, outcomes and ongoing efforts of the Commission and Council at local, state and national events. The incumbent will assist the division in securing external funds in order to advance the efforts of the agency.

Knowledge, skills and abilities: Knowledge of college access and success efforts at the national, state, and institutional level. Strong writing and communication skills. Demonstrated ability to access and analyze a wide array of student-level, institutional, state, and national data sets. Familiarity with statistical packages and intermediate statistics procedures. Successful candidate must possess strong organization skills and an ability to meet deadlines. Must be detailed oriented and possess the ability to simplify complex analysis for audiences as needed. To learn more about WV GEAR UP, please visit www.wvgearup.org.

Salary Range: \$45,000 - \$55,000 (Federally funded through September 2021 with potential for continued funding beyond September 2021.)

Education and experience: Requires a Master's degree in education or a research-oriented field. Research related coursework preferred. Doctoral degree in an appropriate field is preferred. Three years recent relevant experience required. Grant research and writing experience preferred. Acceptable combination of education and related experience will be considered.

Closing date: Review of applications begins September 20, 2019. However, applications will be accepted until position is filled.

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 of Research and Evaluation" 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.