



POSITION ANNOUNCEMENT

This position serves the West Virginia Higher Education Policy Commission (Commission) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

Position Title: Deputy Director: Division of Science and Research/EPSCoR

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

Date: September 6, 2019

Overview: Under the general direction of the Director of the Division of Science and Research, the Deputy Director will perform complex administrative work by assisting with management of the Division's staff and budget, program implementation, communications, and continued development of the Division. Works closely with the Director, Project Coordinators, Project Administrator and agency staff to formulate and achieve strategic goals. Assists in the supervision of the office staff and assumes specific responsibilities as requested in the absence of the Director. The Deputy Director is expected to enhance program success through proposal development, management of multi-member work groups, and submission of winning proposals.

Duties and Responsibilities: Manages research program activities as assigned, develops progress reports, and works to develop new research activities, proposals and awards from federal sources. Represents the Division at meetings and public events and makes complex technical presentations to public audiences including the Science and Research Council (governing board). Assists in the preparation of infrastructure proposals to the National Science Foundation including initial concept, writing, editing, budget preparation and management after the award. Manages special projects as requested by the Director and makes sound scientific recommendations on research proposals. Coordinates program activities between higher education institutions, state and federal agencies, and private sponsors. Contributes to communication activities, newsletters, media events, and web site content and assists in further development of the strategic plan for outreach. Responsible for drafting annual reports and assembling support documents in association with the Director and Administrator.

Knowledge, skills and abilities: Knowledge of the functions of the EPSCoR Program. Research experience including a basic grounding in scientific theory and principles. Knowledge of the research programs and STEM activities at higher education institutions throughout the state. Awareness of major research programs nationally. Ability to search federal libraries and websites for research opportunities and program announcements. Ability to assess complex research concepts and provide constructive feedback on the feasibility of proposals from a variety of scientific fields. Demonstration of scientific principles and skills germane to advanced research with ability to review and critique external proposals. Ability to establish good working relationships with other programs, agencies,

departments, public officials, higher education peers and the general public. Strong analytical and communication skills. Excellent writing abilities and grantsmanship skills.

Salary Range: \$95,000 - \$115,000 annually, commensurate with qualifications and experience.

Education and experience: Doctoral degree in a scientific field from an accredited college or university combined with a minimum of four years as a Project Officer, Research Director, or Sponsored Research Administrator required. Management of large multi-institutional grants or partnerships a plus. Federal agency experience preferred.

Closing date: Application review date begins September 27, 2019. However, applications will be accepted until the 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 “**Deputy Director: Division of Science and Research/EPSCoR**” 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.