



POSITION ANNOUNCEMENT

Position Title: Health Sciences Program Administrator
Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible
Date: October 9, 2019

Located in West Virginia's Capital City of Charleston, the West Virginia Higher Education Policy Commission is home to more than 70 staff members dedicated to transforming lives for the state's college students. Working with 30 colleges and universities, our agency serves more than 70,000 undergraduate and almost 12,000 graduate students, helping improve their access to college, their success throughout college and their impact after they graduate. We embrace diversity. We value community. We drive growth. We engage – helping West Virginia's Climb to equip 60 percent of West Virginians with a certificate or degree by 2030. The Policy Commission is sought after as the best place to work, succeed and make meaningful change. Join our team and help West Virginia on its Climb to student success.

Position Overview: Reporting to the Senior Director of Health Sciences, this position manages four health sciences financial incentive programs: the Health Sciences Service Program, the Choose West Virginia Practice Program, the Medical Student Loan Program, and the Mental Health Loan Repayment Program.

Duties and Responsibilities:

External Relations

- Acts as a first point of contact for all program inquiries from students, practitioners, institutions and other constituencies.
- Works with healthcare employers in underserved areas to identify workforce needs and assists in recruiting healthcare providers to those vacancies. Works with students to identify job possibilities in underserved areas and then link them to potential employers.
- Develops relationships with employer and institution-level contacts to assist with program promotion. Engages partners as needed to provide feedback and evaluate the programs for modification or improvements.
- Designs and delivers in person and web-based presentations and conducts outreach across the state on the programs to students, institutional officials, employers and other interested organizations.

- Monitors the components of related health profession incentive programs such as the National Health Service Corps and State Loan Repayment Program and counsels students, institutions and employers on how different financial incentive programs interact.

Policymaking Activities

- Evaluates proposed modifications to program legislation, draft legislative and procedural rule modifications, and respond to ad hoc legislative requests related to programs.

Programmatic Activities

- Develops and annually revises all program forms, procedures, and outreach materials and ensures compliance with the application process, contracting and payments.
- Assembles application review committees and provides staff support to the committees in order to make award determinations.
- Evaluates employment sites for program participants to ensure they meet program requirements. Tracks participants through completion of service obligation to ensure all program requirements are met.
- Oversees both short and long-term repayment of award funds by participants who fail to complete the service obligation. Works with servicing vendor representative and servicing vendor software to establish accounts and repayment plans for new defaulters, monitor repayment plans, and troubleshoot account issues.
- Conducts evaluation of program outcomes and identifies and implements adjustments to improve program outcomes.

Administrative Responsibilities

- Conducts fiscal and administrative management of program funds. Works with Finance Division to ensure payment of program funds to recipients, institutions or loan servicers.
- Coordinates logistics for program related meetings.

Knowledge, skills and abilities:

The successful candidate will possess attention to detail, ability to manage competing demands, and work independently. Additionally, the candidate will be able to establish good working relationships with external stakeholders, as well as possess technical writing and verbal communication skills including public speaking skills. Understanding of database design and proficiency with Microsoft Excel and PowerPoint required, familiarity with Salesforce preferred. The willingness to travel statewide to promote programs is required.

Salary Range: Competitive salary, commensurate with experience.

Education and experience: Bachelor's degree and three to five years of experience in an appropriate discipline such as: business administration, public administration, program administration, financial aid management, workforce development, outreach and/or higher education administration required. Master's degree in an appropriate discipline preferred. However, any requisite combination of education and experience will be considered.

Closing date: Position is opened until filled. Priority consideration will be given to application materials received on or before November 1, 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 "Health Sciences 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.