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 Executive Vice Chancellor for Administration, this position is the lead administrator for all operational activities of the Division of Health Sciences and is the Division’s main representative in all external relations.

Duties and Responsibilities:

External Relations

- Identify needs across the healthcare training and practice landscape and work to devise solutions by encouraging stakeholder collaboration, targeted grantmaking, and modifications to education and training programs.

- Represent the Commission on healthcare improvement, education, and workforce related committees, meetings and events.

Policymaking Activities

- Liaise with the Higher Education Policy Commission, West Virginia Legislature, and other state agencies and serve as a spokesperson on issues related to the state’s health professions education and training programs and improving the recruitment and retention of healthcare providers.
Draft legislation and regulations, prepare statutorily mandated reports such as the Health Sciences and Rural Health Report Card, and provide written responses to ad hoc legislative requests.

Programmatic Activities

- Establish systemwide program policy, build partnerships, and ensure compliance with grant requirements for annual Rural Health Initiative grants to the three academic health centers (currently $587,000 each).
- Cultivate and administer a grantmaking program of approximately 10-15 grants of under $30,000 annually to healthcare providers, healthcare education programs, and community-based nonprofits.
- Set the overall programmatic visions and supervise the work of Division staff in administering four healthcare recruitment incentive programs (Choose West Virginia Practice Program, Health Sciences Service Program, Medical Student Loan Program, Mental Health Provider Loan Repayment Program).
- Work with the Director of Behavioral Health Programs to develop programming, partnerships, and policy improvements to support the growth of the Behavioral Health Initiative.
- Identify potential grant opportunities for the Division and the state’s health sciences programs to build the system’s capacity to train and retain its health sciences workforce. Draft applications and coordinate applications that involve multiple partners.
- Manage the Division of Health Sciences Advisory Committee. Recruit membership, organize meeting content, and identify how members can contribute to the Division’s work plan.
- Work with the West Virginia Center for Nursing Board of Directors and staff person to administer the Nursing Scholarship Program and design and execute the activities in the Center for Nursing’s strategic plan.

Administrative Responsibilities

- Establish the Division’s operating budget and ensure appropriate use of all funding.
- Supervise both administratively and substantively the work of two employees: Health Sciences Program Specialist and Director of Behavioral Health Programs.
- Administratively supervise and provide substantive supervision as needed to the full-time Administrator of the West Virginia Center for Nursing.
- Serve as the liaison between the West Virginia Perinatal Partnership and the Commission to ensure effective communication between the Director of the Partnership and Commission staff.
- Serve as a member of the Commission’s senior staff team and work with other Divisions on an ad hoc basis to further the mission of the agency overall.

Knowledge, skills and abilities: The ideal candidate must be able to demonstrate an in-depth knowledge and understanding of the state’s health care system. Experience in higher education and/or working with the West Virginia Legislature preferred. Must have experience with grants administration, program development and management, public speaking and technical writing. Attention to detail, ability to manage competing demands, and work independently required. Must have a personality suited to stakeholder engagement and management of collaborative projects and
the ability to serve a variety of stakeholders including policymakers, students, healthcare providers and educators and other constituents. Intermediate proficiency in Microsoft Office Suite (e.g. Word, Publisher, Outlook, Excel, PowerPoint, Access) required.

**Salary Range:** $90,000-$110,000

**Education and experience:** Master’s degree in public administration, business administration, education, public health, healthcare administration or healthcare related field plus seven years of directly related experience is required. A combination of advanced education (JD, PhD, DPH) with lesser years of experience may also 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 “Senior Director of Health Sciences” 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.