POSITION ANNOUNCEMENT

Position Title: West Virginia First2 Network Program Coordinator

Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible
(100% federally grant funded position. Employment cannot be guaranteed beyond 8/31/2023)

Date: December 19, 2019

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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 Director of Science and Research, the First2 Network Program Coordinator is responsible for the day-to-day coordination of the National Science Foundation INCLUDES (Inclusion across the Nation of Communities of Learners of Underrepresented Discovers in Engineering and Science) grant for the Division of Science and Research. The First2 Network receives $7.15 million from the National Science Foundation to develop a statewide network of STEM professionals, with the goal of increasing undergraduate persistence in Science, Technology, Engineering and Math programs across West Virginia.

Duties and Responsibilities: The Program Coordinator is responsible for maintaining strategic coherence, aligning Network activities, analyzing and monitoring Network progress and assisting Network members with increasing collaboration among stakeholders across West Virginia. This position will function as the point person for the First2 Network and is responsible for the development and distribution of program information to Division of Science and Research staff, while increasing communication across existing organizations. The Program Coordinator will work collaboratively with First2 Network Primary Investigators and stakeholders to identify and define obstacles to student persistence in the STEM fields and will create a shared vision to address these issues. Acts as a neutral third to align the work of the Network. Coordinates activities between First2 Network partners, while building and maintaining relationships and securing MOU's and letters of support when necessary. Please visit the Division of Science and Research website, www.wvresearch.org for additional information and full overview of the position.

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. Project management experience and familiarity with the Collective Impact approach is preferred. Understanding of research design and the ability to access, analyze and disseminate data. Intermediate knowledge and skills in Microsoft Word, Excel, Outlook and PowerPoint. Must be comfortable with ambiguity, flexibility, adaptability and proactive inquiry.

Salary Range: $45,000-$55,000 annually, commensurate with qualifications and experience.

Education and experience: A Bachelor's degree in an appropriate discipline such as business administration, public administration or public policy, plus three to five years of directly related experience in college-level administration or similar experience in a comparable position involving student success, project management or public relations is required. A Master's degree is preferred. Excellent administrative, planning, writing, and organizational skills. The ability to deal effectively with a wide range of individuals and groups is required.

Closing date: Position is opened until filled. Application screening begins January 17, 2020. However, applications will continue to 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 "West Virginia First2 Network Program Coordinator" in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at hepc.hr@wvhepc.edu.