



POSITION ANNOUNCEMENT

These positions serve 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: Apprenticeship Coordinator (4) Positions

Locations: West Virginia - Central Region, Eastern Panhandle, Northern Panhandle, Southern Region

Classification: Full-Time, Non-Classified, Exempt, Benefits-Eligible
(Federally grant funded positions through July 2023)

Date: January 16, 2020

Duties and responsibilities: Reporting to the Project Director-Apprenticeships in Motion (AIM) Grant, the Apprenticeship Coordinators will collaborate with regionally assigned Community and Technical College (CTC) workforce development teams to identify and recruit students into AIM project, develop and sustain partnerships with businesses to hire AIM students and expand career advancement opportunities for incumbent workers with advanced information technology (IT) skills.

The Apprenticeship Coordinators will assist in developing best practices throughout the state’s AIM consortium of CTC’s and partners, identifying and responding to opportunities for work-based-learning apprenticeships. Coordinators will be responsible for developing effective employer engagement strategies, participate in workshops, conferences and symposiums designed to promote the AIM Grant apprenticeship initiative to workforce partners within the regional area, and oversee appropriate data management for eligible participants.

Regional Area assigned	CTCs	Site location for Apprenticeship Coordinator
Central	WVU-Parkersburg, BridgeValley	Parkersburg (WVU-P)
Eastern Panhandle	Eastern WV, Blue Ridge	Moorefield (Eastern WV CTC)
Northern	WV NCC, Pierpont	Wheeling (WVNCC)
Southern	Southern WV, Mountwest, New River	Beckley (New River CTC)

Knowledge, skills and abilities: Strong organizational skills are required; ability to conduct and present research on workforce needs and manage projects with limited direction; excellent oral and written communication skills; proficiency in the use of Microsoft Office software; collect data and create detailed reports. Working knowledge of the information technology (IT) industry beneficial.

The ideal candidates must have excellent interpersonal skills with the ability to build professional relationships, ensuring accountability from staff and stakeholders. The ideal candidates will be high-energy, team and results oriented. Valid driver’s license required and reliable transportation to travel to multiple locations regionally.



Education and experience: A Bachelor’s Degree in Business Administration, Marketing, Communications or related field is preferred or Associates Degree with 1-2 years’ experience in Adult/Workforce Development or higher education in career training and development. **However**, any acceptable combination of education, knowledge, and experience that provides the applicant with requisite knowledge, skills and abilities to perform the job will be considered. Prior experience in federally funded grant programs desirable.

Salary: \$50,000 annual base salary.

Closing date: Position is opened until filled. Priority consideration will be given to application materials received on or before February 1, 2020. However, applications will be accepted until position is filled.

Application process: Qualified candidates should submit a letter of interest, a current resume, and the names, titles, phone numbers and e-mail addresses for three professional references. Finalist candidates are subject to employment and credential verification, reference and background checks. **Submit all information electronically via e-mail with “Apprenticeship Coordinator-AIM Grant”, please indicate regional area of your interest in the subject line to:** Ms. Vickie Hairston 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.