



POSITION ANNOUNCEMENT

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

Position Title	College Access Program Coordinator
Classification	Non-Classified, Exempt, Benefits Eligible Grant funded through 2021
Date	January 23, 2020

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.

Overview

The Division of Student Affairs is accepting applications for the position of College Access Program Coordinator. This position will serve as a member of the team responsible for full implementation of the division's college access and success efforts, including a 2014-2021 federally funded grant known as GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs).

Duties and responsibilities

Under the general direction of the Assistant Director of WV GEAR UP, the incumbent will assist with implementation of a variety of college access and success initiatives that support GEAR UP program efforts in West Virginia. The incumbent will be expected to provide support to site coordinators to ensure that day, evening and weekend activities and major GEAR UP events are well-aligned to support the federal grant requirements. The incumbent will attend, present and participate in, day, evening and weekend activities as well as major GEAR UP, WVHEPC, and state-wide college access initiatives. The Program Coordinator will assist in managing the day-to-day college access and student success operations including but not limited to: Work closely and cooperatively with Site Coordinators at project sites to develop and plan GEAR UP activities; Collect and report GEAR UP data related to program objectives; Promote the development of GEAR UP activities; Assist with the coordination of college readiness and transition activities, student leadership and student mentoring programs; Provide college and career advising to students and families about the college admissions and financial aid process; Develop partnerships with local, state, and national organizations to support GEAR UP goals. The Program Coordinator serves as a liaison between service schools/counties and the West Virginia Higher Education Policy Commission. To learn more about WV GEAR UP visit: www.wvgearup.org.

Education and experience requirements

Bachelor's degree in education, counseling, business administration or a related field is required. *Related experiences:* Three years preferred experience with College Access Counseling/Recruitment/Student Affairs/Student Support Services/Financial Aid Counseling; Computer proficiency and Microsoft Office software required (including Power Point); Goal oriented with strong organizational skills; Ability to work effectively with



diverse populations in rural and urban areas; Ability to work independently and meet timelines; Excellent program management and problem solving skills; Excellent communication, including written and verbal skills. The ideal candidate must have the ability to travel, including air travel, as significant travel is required.

Salary

Salary range: \$35,500 - \$39,500 annual base salary; Commensurate with qualifications and experience.

Closing date

Applications will be accepted until position is filled. Priority consideration will be given to applications received on or before February 14, 2020.

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 **"College Access Program Coordinator"** in the subject line to: 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.