



POSITION ANNOUNCEMENT

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

Position Title: Associate Director: Division of Science and Research/EPSCoR

Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible

Date: May 21, 2020

Overview: Under the general guidance of the Senior Director of the Division of Science and Research, the Associate Director develops strategy and provides programmatic direction in support of the State of West Virginia's growing emphasis on university-based scientific research. The position serves to enhance Science, Technology, Engineering and Math (STEM) program success through proposal development, support of cross institutional working groups, submission of winning grant proposals and development of education, outreach and diversity initiatives.

Duties and Responsibilities: Assists in the preparation of infrastructure proposals to the National Science Foundation including initial concept, writing, editing, and budget preparation, and in project management after the awarding of grants. Manages research program activities as assigned, develops progress reports, and works to develop new research activities, proposals and awards from federal sources. Represents the Division at meetings and public events and makes complex technical presentations to public audiences including the Science and Research Council (governing board). Assists in the preparation of infrastructure proposals to the National Science Foundation including initial concept, writing, editing, budget preparation and management after the award. Manages special projects as requested by the Senior Director and makes sound scientific recommendations on research proposals. Coordinates program activities between higher education institutions, state and federal agencies, and private sponsors. Contributes to communication activities, newsletters, media events, and web site content and assists in further development of the strategic plan for outreach. Responsible for drafting annual reports and assembling support documents in association with the Senior Director and Administrator.

Knowledge, skills and abilities: Knowledge of the functions of the EPSCoR (Established Program to Stimulate Competitive Research) Program. Research experience including a basic grounding in scientific theory and principles. Ability to assess complex research concepts and provide constructive feedback on the feasibility of proposals from a variety of scientific fields. Awareness of major national and state research programs. Ability to establish good working relationships with other programs, agencies, departments, public officials, higher education peers and the general public. Strong analytical and communication skills. Excellent writing abilities and grantsmanship skills.

Minimum Education and Experience Requirements:

A doctoral degree in a STEM field or science education and at least two years of STEM research experience,

OR

A master's degree in a STEM field with at least four years of STEM education research experience is required.

Degrees must be from an accredited college or university. Preferred experience includes:

- Federal grant or agency experience
- Experience working on multi-institutional teams
- Experience as a project officer, research director, sponsored research administrator or comparable position

Salary Range: \$70,000 to \$90,000 annually - commensurate with qualifications and experience

Closing date: Review of applications begins on Friday, June 12, 2020. However, applications will be accepted until the position is filled. Incomplete applications will not be considered.

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 "**Associate Director: Division of Science and Research/EPSCoR**" 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.