POSITION ANNOUNCEMENT

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

Position Title  West Virginia SLED Project Manager

Classification  Non-Classified, Exempt, Benefits Eligible

Date  January 23, 2015

Overview
The Commission is seeking a full-time project manager to oversee the continued development of the West Virginia Statewide Longitudinal Education Data (SLED) system. The system is designed to answer critical policy questions about the education and workforce development of West Virginians. The successful candidate will have a background in project management as well as possess experience in developing and maintaining data systems and analyzing state longitudinal data. Experience in coordinating data governance, promoting the system to a diverse range of stakeholders, and ensuring data privacy is required.

Duties and responsibilities
This position will work with agency leadership, technology, and legal staff to ensure data are managed and reported in a manner consistent with State privacy guidelines and the missions and needs of the cooperating agencies. Position responsibilities include (a) serving as an interagency liaison, ensuring that agency leadership is kept up to date on system progress; (b) coordinating SLED data governance structure, including producing any materials or training required; (c) defining and overseeing the work of data programmers tasked with maintaining and updating the SLED data warehouse as well as producing reports defined by the interagency team; (d) communicating the specifications for report production as outlined by the interagency team to the data programmers and ensuring that those specifications are met; (e) creating and maintaining a data dictionary and style guide; (f) maintaining a comprehensive log of changes and development of the system; (g) editing reports as needed; (h) oversee the development and implementation of a public facing webpage; and (i) other duties as assigned. This position will also be responsible for seeking out program, process, and technological improvements that will (1) foster improved data quality and reporting; and (2) eliminate redundancies.

Education and experience requirements
A doctoral degree in education leadership, public policy, or a related field is preferred. Knowledge of education system policies and prior work experience in data governance is preferred. The successful candidate will have (a) strong written and verbal communication skills, interpersonal acumen, and the ability to work productively in a team environment; (b) strong quantitative methodology experience is required, with a Masters in quantitative methodology preferred; (c) demonstrated ability to lead a working group of stakeholders is preferred; (d) ability to produce high quality, well-organized documents (e.g., reports, articles, governing documents); (e) demonstrated ability to communicate statistical reports to technical and non-technical audiences is preferred; (f) experience ensuring data quality is preferred; (g) understanding data privacy regulations (e.g., FERPA, PPRA, HIPAA) is required; and (f) understanding data warehousing and data modeling is preferred.

Equal Opportunity/Affirmative Action Employer
The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. To that end, we endeavor to provide equal treatment in employment and provision of services to applicants, employees and those we serve without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability or veteran status. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.
Salary
Commensurate with qualifications and experience.

Closing date
Position is opened until filled. Priority consideration will be given to application materials received on or before February 20, 2015.

Application process
Qualified candidates should submit a letter of interest, a current resume, a writing sample 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 “SLED Project Manager” in the subject line to: hepc.hr@hepc.wvnet.edu.

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