POSITION ANNOUNCEMENT

This position serves the West Virginia Higher Education Policy Commission whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia. **However, the incumbent will be based at Concord University in Athens, WV.**

Position Title: College Access and Success Program Director (Southern Region, Based at Concord University)

Classification: Non-Classified, Exempt, Benefits Eligible

Grant funded through 2021

Date: August 26, 2015

Overview

The Division of Student Affairs is accepting applications for the position of College Access and Success Program Director for the Southern West Virginia region. Serves as a member of the management team responsible for full implementation of the division’s college access and success efforts, including the 2014-2021 federally funded GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) Grant.

Duties and responsibilities

Under the general direction of the Vice Chancellor for Student Affairs, the incumbent will implement a variety of college access and success initiatives and oversee WV GEAR UP program efforts in Fayette County, Mercer County, and Summers County in West Virginia. The position will be responsible for budget management, hiring, training, supervising and evaluating school-level GEAR UP site coordinators and mentors. The incumbent will be expected to provide oversight 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 region-wide activities as well as major GEAR UP, WVHEPC, and state-wide college access initiatives. To learn more about WV GEAR UP visit: [www.wvgearup.org](http://www.wvgearup.org).

Education and experience requirements

Master’s degree in education or a related field and three years of experience in directing college access and/or success programs and managing staff is required. Five years of experience with College Access Counseling/Recruitment/Student Affairs/Student Support Services/Financial Aid Counseling is preferred. The ideal candidate must have the ability to travel, as significant travel is required. Well-developed interpersonal, communication, and problem solving skills are required.

Salary

Salary range: $44,000-$49,000; Commensurate with qualifications and experience.

Closing date

Review of applications begins September 16, 2015. However, applications will be accepted until the 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 “College Access and Success Program Director” in the subject line to: hepc.hr@wvhepc.edu.

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.