



POSITION ANNOUNCEMENT

The position serves the West Virginia Higher Education Policy Commission (Commission) and 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	Director of Statewide Academic Initiatives
Classification	Full-time, Non-Classified, Exempt, Benefits Eligible
Date	June 25, 2021

Overview:

The Director of Statewide Academic Initiatives is responsible for coordinating academic initiatives that support access and completion goals of the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) and that strengthen collaboration among and between the institutions.

Duties and Responsibilities

The Director of Statewide Academic Initiatives assists the Vice Chancellor for Academic Affairs with the formation and implementation of statewide transfer and articulation policy. Performs research of similar programs in other states; identifies best practices; designs and drafts policy for the Vice Chancellors approval; recommends implementation processes; provides training and information sharing; assesses program success and makes recommendations for program improvement.

This position will also serve as the liaison between the Commission and Council and the West Virginia Department of Education addressing areas such as teacher education and certification, CAEP accreditation, and dual credit. The incumbent will also be responsible for coordinating various statewide academic initiatives such as reciprocity agreements, Core Coursework Transfer Agreement and course equivalency submissions and review.

Knowledge, skills and abilities (KSAs):

The ideal candidate will have had higher education experience at the institutional level in an academic or academic administrative role. The candidate should have experience with the k-12 system in a teaching, administrative or policy role. The candidate shall also possess excellent communication skills, both written and oral, be computer literate with knowledge of data research packages such as SPSS and with consumer level software such as Office, Windows, and Power Point and have experience in collecting, researching, understanding and reporting on research data, both qualitative and quantitative.

Education and Experience Requirements

Requires an ABD in a doctoral degree program in education studies, higher education, public policy or related field and three years of recent relevant experience. Completion of the doctorate in a timely fashion is an expectation of the job. The ideal candidate shall have at least three years of higher education experience in an academics, academic research or academic administrative role. A doctorate is preferred. *(continued on next page)*

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Salary:

Commensurate with education and experience

Closing date:

Review of applications begins July 23, 2021. However, applications will be accepted until position is filled.

Application process

Qualified candidates should submit a letter of interest, current resume, a writing sample, an unofficial copy of college transcripts, and contact information (phone and email addresses) for three professional references. Finalists are subject to employment and credential verification, reference and background checks. Submit all information electronically **via e-mail** with **“Director of Statewide Academic Initiatives”** 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.