



## POSITION ANNOUNCEMENT

This position serves 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:** Data Analyst- Apprenticeships in Motion (AIM) Grant

**Classification:** Full Time, 30 hours per week. .80 FTE. Non-Classified, Exempt, Benefits-Eligible  
Telecommuting (remote work) for this position is an option.  
(Federally grant funded position through July 2023)

**Date:** July 16, 2021

**Duties and responsibilities:** The Data Analyst collects, analyzes, and prepares the data reports required for the Scaling Apprenticeship Through Sector-Based Strategies: Apprenticeships in Motion (AIM) Grant funded by the U.S. Department of Labor. The Data Analyst will effectively communicate (compile, interpret, and report) all data relevant to the grant project and its employees, administrators, auditors, partners and granting agencies.

**Knowledge, skills, and abilities:** Ability to prioritize demands and analyze complex situations in order to self-direct and make decisions where appropriate. Must be detail oriented with the ability to interpret data for accuracy and maintain quality levels of reporting. Must be familiar with principles and practices of governmental accounting. The ideal candidate will possess excellent interpersonal skills with the ability to transfer knowledge clearly and concisely both orally and in writing. Must be able to provide a high level of customer service and establish and maintain effective interdepartmental communications and relationships. Proficiency in the Microsoft Office suite of products is required with advanced level knowledge of Microsoft Excel preferred. A working knowledge of federal and state regulations related to the area of responsibility is preferred.

**Education and experience:** Bachelor’s Degree in Finance, Business Administration, Accounting, Math or another quantitative field or a related field.

A minimum of two years of recent relevant work experience is required. Significant grant experience is preferred. Experience should include federal grant work, monitoring complex financial transactions, ensuring compliance with legal or contractual requirements, recordkeeping, and preparation of monthly, quarterly and/or annual reports.

**Salary Range:** \$39,300 (\$20.15 hr.) to \$49,500 (\$28.38 hr.) annual base salary, commensurate with experience.

**Closing date:** Review of applications begins Wednesday, August 11, 2021. Applications will be accepted until 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 “**Data Analyst - AIM Grant**” in the subject line to: Ms. Vickie Hairston at [hepc.hr@wvhepc.edu](mailto: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.*