



POSITION ANNOUNCEMENT

The position serves the West Virginia Higher Education Policy Commission and the Council for Community and Technical College Education whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

Position Title Director, Veterans Education and Training Programs

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

Date: July 16, 2021

Duties and responsibilities: Responsible for providing oversight, approval and compliance assistance for Veterans Education and Training Programs offered by education and training facilities in West Virginia. Plans, organizes, directs, and controls statewide program operation. Manages budget and staff, recommends policy and procedure. Responsible for management of federal reimbursement contract administered by the U.S. Department of Veterans Affairs. Reviews and approves applications for new or revised veterans' education and training programs. Schedules and conducts Veterans Compliance and Risk Based Surveys at active schools or training establishments. Provides technical assistance and training to school officials. Conducts outreach and complaint resolution. Up to 50% of work schedule involves business travel.

Knowledge, skills, and abilities: Successful candidate must possess excellent written and oral communication skills; excellent interpersonal skills; ability to successfully manage competing demands; ability to use Microsoft Office software; knowledge and experience working with relational databases; and knowledge and experience in assessment and delivery of education and training programs.

Education and experience: Master's Degree and three years of recent relevant work experience required. Due to travel requirements, candidate should possess a valid Driver's License. Experience should include assessing and evaluating academic and on-the-job training programs and outcomes; developing on-the-job training programs; assessing program and policy compliance with applicable state and federal laws; developing and delivering training workshops, webinars, and conferences using a variety of media, formats and delivery methods; and/or experience communicating with stakeholders through written reports, correspondence, press releases, media interviews, reports, presentations, etc. Successful candidate must pass a federal background check.

Salary: Commensurate with education and experience.

Closing date: Priority consideration will be given to application materials received on or before noon on Friday, August 6, 2021. Applicants 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. Final candidates are subject to employment and credential verification, as well as reference and background checks. Submit all information electronically **via e-mail** with "Director Veterans Education" in the subject line to: hepc.hr@hepc.wvnet.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.