



## 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** Post Doctoral Research Associate (Two-Year Position)

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

**Date** November 22, 2013

**Overview.** The Division of Science and Research is seeking a full-time Post Doctoral Research Associate in academic research administration/science education for a two-year appointment. This individual will assist in the coordination and administration functions of the Division of Science and Research.

**Duties and Responsibilities.** Under the general oversight of the Director, the Post Doctoral Research Associate manages education programs associated with the Division's grants, assists with analysis and management of the Research Challenge, EPSCoR and Research Trust Fund programs, as well as program implementation, evaluation and special projects. Assists in managing other research program activities as assigned, develops progress reports, and may communicate results to the Science and Research Council, the Commission and other audiences. Assists in the preparation of infrastructure proposals to the National Science Foundation including initial concept, writing, editing, budget preparation and management both pre and post award.

**Education and Experience Requirements.** Doctoral degree in science education, curriculum and instruction with an interest in STEM education or a similar field from an accredited college or university is required. Experience in academic research or research program implementation is desirable but a strong interest in administration of research and education programs is most important. The position requires STEM education research experience, basic knowledge of grants management, and ability to communicate effectively with grantees. An interest in Appalachian Studies, social foundations of education, and/or community change is helpful. Federal grant experience is also desired.

**Salary.** \$50,000 per annum.

**Closing Date.** Position is opened until filled. Priority consideration will be given to application materials received on or before December 18, 2013.

**Application Process.** Qualified candidates should submit a letter of interest, a current resume, and the contact information 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 "**Post Doctoral Research Associate**" in the subject line to: [hepc.hr@hepc.wvnet.edu](mailto:hepc.hr@hepc.wvnet.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.*