



## POSITION ANNOUNCEMENT

The position serves the Division of Science and Research at the West Virginia Higher Education Policy Commission (Commission) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

**Position Title** Education, Outreach and Diversity Manager

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

**Date** January 18, 2017

**Overview.** The Division of Science and Research is seeking a full-time Education, Outreach and Diversity (EOD) Manager for academic research administration and science education. As part of the State of West Virginia's growing emphasis on university-based research, this individual will assist in coordination and administrative functions of the Division.

**Duties and responsibilities.** Under the general oversight of the Director of Science and Research, the EOD Manager is responsible for education, outreach and diversity programs associated with the Division's grants; assists with analysis and management of the Research Challenge fund and the Experimental Program to Stimulate Competitive Research (EPSCoR) as well as program implementation, evaluation and special projects; assists in managing other research program activities as assigned; develops progress reports; prepares communications to the Science and Research Council, the Higher Education Policy Commission and other audiences; and assists in the preparation of infrastructure proposals to the National Science Foundation (NSF) which may include initial concept, writing, editing, budget preparation and management, both pre- and post-award. Produces the *Neurite*, a STEM magazine for 8<sup>th</sup>-12<sup>th</sup> grade students throughout West Virginia.

**Education and experience requirements.** A doctoral degree in science education or a similar field from an accredited college or university and at least one year of science, technology, engineering and mathematics (STEM) education research experience is required. Experience in academic research or research program implementation is desirable, but a strong interest in administration of research is most important. Strong analytical and communication skills, as well as excellent writing abilities are required. Federal grant experience is also desired.

The successful candidate must possess basic knowledge of grants management; the ability to communicate effectively with grantees; the ability to establish good working relationships with higher education peers, public officials, the general public and representatives from other programs, agencies, and departments is important.

**Salary.** \$60,000-\$70,000 commensurate with experience.

**Closing date.** Review of applications will begin Friday, February 17, 2017. Applications will be accepted until position is filled.

**Application process.** Qualified candidates should submit a letter of interest, a current resume, a writing sample 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 "**Education, Outreach and Diversity Manager**" in the subject line to: Ms. Vickie Hairston, Human Resources Representative, Sr. at [hepc.hr@wvhepc.edu](mailto: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.*