POSITION ANNOUNCEMENT

These positions serve 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:** Apprenticeship Coordinator

**Location:** West Virginia - Southern Region

**Classification:** Full-Time, Non-Classified, Exempt, Benefits-Eligible
*(Federally grant funded positions through July 2023)*

**Date:** July 16, 2021

**Duties and responsibilities:** The Apprenticeship Coordinator will collaborate with assigned Community & Technical Colleges (CTCs) to identify and recruit students into the Apprenticeships in Motion (AIM) project. The coordinator will develop and sustain partnerships with businesses to hire AIM student apprentices and expand career advancement opportunities for incumbent workers with advanced Information Technology (IT) credentials. This position will report to an office in the Beckley, WV area.

The Coordinator will develop effective employer engagement strategies, participate in activities designed to promote the AIM Grant apprenticeship initiative to workforce partners and oversee appropriate data management for eligible participants. Collaborate with CTCs to develop and sustain partnerships with businesses to hire AIM apprentices. Identify career advancement training for incumbent workers aligned with the AIM outcomes.

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<tr>
<th>Regional Area assigned</th>
<th>CTCs</th>
<th>Site location for Apprenticeship Coordinator</th>
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</thead>
<tbody>
<tr>
<td>Southern</td>
<td>Southern WV, Mountwest, New River</td>
<td>Beckley (New River CTC)</td>
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**Knowledge, skills, and abilities:** Candidates must possess ability to ability to manage projects with limited direction; strong organizational skills; excellent oral and written communication skills; proficiency in the use of Microsoft Office software; attention to detail; and ability to manage competing demands. The ideal candidates must have unquestionable integrity and the highest ethical standards combined with the ability to build relationships based on trust, confidence, and respect. Must be team-oriented individuals who are able to build consensus efficiently while also ensuring accountability from staff and stakeholders. The ideal candidates will be high-energy, results oriented leaders who are passionate about helping others reach their full potential.

**Education and experience:** A Bachelor’s Degree in business administration, marketing, communications,
public relations, or related field with 1 year of experience in cultivating and maintaining partnerships with
diverse stakeholders, preferable building training programs, or related types of work. However, any
acceptable combination of education, knowledge, and experience that provides the applicant with
requisite knowledge, skills and abilities to perform the job will be considered. Prior federal grant
experience is preferred. Experience working with underrepresented, underserved, dislocated or
underemployed/unemployed populations is preferred.

Salary Range: $39,109 to $55,000 annual base salary. Commensurate with experience and qualifications.

Closing date: Priority consideration will be given to application materials received on or before August 6, 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 “Apprenticeship Coordinator” 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.