



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	Administrator, Center for Nursing
Classification	Full Time, Non-Classified, Exempt, Benefits Eligible
Date	July 11, 2018

Duties and responsibilities: Reports to the Director of Health Sciences Programs and Board Chair of the West Virginia Center for Nursing. The Administrator is the lead person for all operational activities of the Center for Nursing and the representative for all external relations. Provides the administrative and financial activities of the Center; manages the research and data responsibilities of the Center for Nursing by coordinating with professional organizations as well as other boards and agencies in order to gather, analyze and prepare workforce data, reports, and surveys. The Administrator will be responsible for the publication of study findings as well as whitepapers and policy position statements for various constituent groups. Works with the Board of Directors to frame and articulate the vision and mission for the Center; drafts, updates, implements and monitors the activities of the Center's strategic plan; serves as spokesperson, drafts and presents the Center's annual report to the Legislature; serves as main point of contact for the Nursing Scholarship Program and designs/delivers presentations and conducts outreach on the Nursing Scholarship program to students, institutional officials, nurses and other interested organizations. The Administrator will represent the Center on several constituent and professional organizations.

Knowledge, skills and abilities: Excellent written and verbal communication skills. Ability to prioritize, make decisions, and work independently. Understanding of research design and the ability to access, analyze and disseminate nursing education and workforce data. Advanced knowledge and skills in Microsoft Word, Excel, and PowerPoint. Familiarity with website content development management and social media marketing.

Education and experience: Master's degree in nursing, public administration, public health, or a related field required. RN License preferred. Experience with SPSS statistics software preferred.

Salary: \$70,000-\$80,000.

Closing date: Priority consideration will be given to application materials received on or before July 31, 2018.

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, reference and background checks. Submit all information electronically **via e-mail** with "**Administrator, Center for Nursing**" 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.