



JOB ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state-supported comprehensive institution, serving the six-county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Education Programs Coordinator/Faculty

Position: 12 Month, Non-Tenure Faculty, Benefit Eligible	FLSA Status: Exempt	Last Revision Date: 06/02/2026
Department: Academics	Location: Main Campus	Reports to: Assoc Dean of Academics & Assessment
Salary: \$40,000-\$43,000	Classification: Faculty	Position Number: 0492P00049

Overall Faculty Responsibilities: While primary responsibilities include teaching, assessing learning, institutional service, advising and professional development, the College seeks to break the frame that traditionally surrounds faculty assignments, especially since academic needs vary in small community and technical colleges. As such, Full-Time Faculty are expected to perform the following responsibilities:

- Deliver high-quality instruction through face-to-face, online, synchronous, asynchronous, and distance learning modalities while integrating technology and assessment practices that support student learning and success.
- Develop, assess, and continuously improve curriculum through course design, learning outcomes assessment, program review, and the incorporation of interdisciplinary, global, and experiential learning opportunities.
- Advise, mentor, and support students and faculty through academic advising, student recruitment, faculty mentoring, and participation in co-curricular and graduation activities. Attend college graduation.
- Collaborate in institutional initiatives and shared governance by serving on committees, contributing to workforce development activities, participating in cross-functional teams, and supporting institutional goals through data-informed decision-making and problem-solving.
- Maintain professional competence and operational effectiveness through ongoing professional development, effective communication, positive working relationships, and proficient use of institutional systems and software applications.
- Support enrollment, workforce, and community engagement efforts by recruiting students, identifying training needs, delivering workforce training, and fostering partnerships that advance institutional and community objectives.

Specific Job Responsibilities:

- Coordinate and provide leadership for assigned academic programs, including planning, scheduling, curriculum development, assessment, and continuous improvement activities.
- Maintain program quality through regular review of courses, curricula, student learning outcomes, and program effectiveness measures.
- Teach 18-24 credit hours per academic year (fall, spring, and summer)
- Serve as the primary liaison with partner institutions, school systems, accrediting bodies, advisory committees, and other external stakeholders related to assigned programs.
- Develop and maintain partnerships that support student transfer, articulation, field experiences, internships, and workforce needs.
- Recruit, mentor, support, evaluate, and coordinate adjunct faculty assigned to the program.
- Advise and support students throughout their academic progression, including transfer and graduation pathways.
- Produce required reports, program reviews, accreditation activities, and assessment processes in accordance with institutional, state, and accreditation requirements.



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- Support program growth through student recruitment, community engagement, and development of new academic and workforce initiatives.
- Maintain currency in discipline-specific content, instructional practices, educational technology, and assessment methodologies.
- Travel is required as needed.
- Perform other duties related to program coordination and faculty responsibilities as assigned.

Qualifications:

- Master's degree in elementary education, curriculum and instruction, or other area appropriate to the discipline
- Three years documented, contemporary professional experience in an elementary classroom setting
- Eligible for West Virginia teacher licensure
- Demonstrated knowledge, skill, and experience in the application of technology in instruction, the use of cooperative learning strategies, and an understanding of 21st Century learning
- Must be able to work as a team member
- Exceptional organizational and communication skills

CLOSING DATE: Position will remain open until filled.

IMPORTANT: You may access and submit Eastern's Online Employment Application [here](#). On this online application, you can attach the following requirements or send them separately to the contact information below. All required documentation must be received by the Human Resources Office to be considered for an interview.

- A letter of interest addressing your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- List of three (3) professional references familiar with your skills and performance including names, addresses, e-mails, and phone numbers
- Copies of college and/or technical transcripts

Human Resource Office
Eastern WV Community & Technical College
316 Eastern Drive, Moorefield, WV 26836
careers@easternwv.edu

EQUAL OPPORTUNITY EMPLOYER

Eastern West Virginia Community and Technical College is an Equal Opportunity Institution and does not discriminate based on race, color, national origin, sex, pregnancy, disability, religion, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits.

For individuals with disabilities who are applying or considering applying to an open Eastern job opening and have an accommodation request, please contact Jaenae Snyder, Title IX/EEO/AA Coordinator at 304-434-8000 Ext9275 or jaenae.snyder@easternwv.edu.