



## POSITION 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.

### Executive Dean for Administrative Services

**Position:** Full Time Administrator; Benefits eligible; Non-Classified Status

**Location:** Main Campus - Moorefield, West Virginia

**Salary:** \$60,000 - \$78,000, commensurate with experience and education, plus a full and highly competitive benefits package.

**Overview:** Under the direction of the President, the Executive Dean for Administrative Services works to advance the mission and vision of Eastern West Virginia Community and Technical College and provides leadership, collaborative support and functional expertise to the president, faculty, staff and students. The incumbent serves as the chief administrative officer with oversight and direction of finance, purchasing, facilities, operations and human resources. Specific duties include:

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for administration and supervision of payroll functions, including legal compliance, reporting, performance management, benefits administration, training and development, classification, compensation and adhering to human resources best practices and West Virginia code.
- Supervises the human resources functions of the College.
- Plans and administers all facilities and facilities agreements, including space utilization studies; collaborates and consults with facilities maintenance staff on issues regarding buildings, grounds, and parking; design and construction; and liaison with all external facilities agents and/or service providers.
- Prepares reports and analyses that detail the financial status of the College and ensures policies and practices are consistent with Generally Accepted Accounting Principles by the Governmental Accounting Standards Board.
- Formulates and recommends policies, procedures and practices in finance, purchasing, facilities, operations and human resources.
- Supervises and administers institutional accounting processes, including the financial accounting program (disbursements and collections) for the College. Leads the internal budgeting and auditing process.
- Guides the investment of resources and makes recommendations for cost effectiveness and administrative efficiencies.
- Administers the purchasing program in compliance with all state laws and Board rules.
- Maintains an accurate inventory of all state and college property.
- Supervises all auxiliary enterprises, including vendor contracts for services.
- Serves as liaison to all state, federal and local financial agencies and represents the college at community and outside organization functions, as appropriate.
- Serves on a variety of standing and adhoc committees and task forces and participates in the development of recommendations related to the college and West Virginia Higher Education.
- Represents the President and the institution in internal and external affairs.
- Provides leadership to promote the college's wellbeing and interests.
- Practices an Entrepreneurial Mindset.
- Performs other duties as assigned by the President.
- Serves at the "Will and Pleasure" of the President.



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### QUALIFICATIONS

- Demonstrated experience and competence in financial planning, budget development, analysis and management; human resources, facilities and/or operations management.
- Excellent writing skills; the ability to clearly articulate policies, procedures and professional responses to inquiries or complaints.
- Ability to read, analyze and interpret complex financial information.
- Tact, diplomacy and a professional demeanor.

### EDUCATION, EXPERIENCE AND TRAINING

- Master's degree in business administration, accounting, finance or related area.
- Experience in business administration, accounting, finance or related area. Experience in recruitment, deployment, legal compliance, human resource administration and management of financial and operational resources.
- Certified Public Accountant (CPA) or comparable credential is preferred.
- Experience in higher education is preferred.

**CLOSING DATE:** Resume review begins immediately. Search will remain open until the position is filled. This position will remain open for submission of resumes and applications but the search process has been put on hold until November 2021.

**IMPORTANT:** Please submit the following to the Human Resource Office address or email below:

- A letter of interest that addresses 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 a recent supervisor (names, addresses, e-mail, and phone numbers)
- Copies of all college and university transcripts
- Eastern Employment Application: <https://easternwv.edu/employment-opportunities/>

**Eastern West Virginia Community & Technical College**  
**Human Resource Office**  
**316 Eastern Drive**  
**Moorefield, WV 26836**  
[careers@easternwv.edu](mailto:careers@easternwv.edu)

**EQUAL OPPORTUNITY EMPLOYER**