



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.

Programs Coordinator – Workforce & Continuing Education

Position: 12 Month, Regular Full Time; Benefits Eligible; Pay Grade 4

Classification: Non-Classified- Serves at the Will and Pleasure of the President

Location: Moorefield Headquarters

Scheduled Hours: 8:00 am – 4:00 pm; Monday – Friday; 37.5 hours/week; Evening and weekend work may be required.

FLSA: Non- Exempt; Eligible for overtime

Department: Workforce Education

Reports to: Director of Workforce & Continuing Education

Salary: \$40,000 -\$45,000 annually, commensurate with experience

Benefits include paid leave, TIAA retirement, and health/life/supplemental insurance plans.

Overview: The Program Coordinator – Workforce & Continuing Education provides administrative and financial support for workforce education programs including Eastern’s CDL program. This includes, but not limited to, financial aid processes from start to finish, student payments, maintenance of financial and payment records and data collection, recruitment, course admission, and after-course completion. In addition, this position focuses on supporting Eastern Workforce Opportunity Regional Center and Services (WORCS) by providing accounting and technical skills to enhance proficiency. Though this position reports to the Director of Workforce & Continuing Education, the Director of Non-Profits & Grants Management will also provide supervision in the day-to-day duties.

Responsibilities:

CDL Program Support

- Coordinates with CDL instructors on scheduling classes, managing student records, and ensuring compliance with regulatory standards.
- Be the communication hub between faculty, students, and external stakeholders.
- Establishes strong relationships with local high schools, career centers, and community organizations to promote workforce programs.
- Conducts outreach activities to prospective students and their families, including presentations, workshops, and information sessions.
- Attends job fairs and high school career days throughout the six-county region for recruitment & retention purposes.

Student Support

- Provides payment and financial services to all workforce students
- Provides comprehensive guidance and support to workforce students regarding program requirements, financial aid options, and career pathways.
- Works with the Director of Workforce & Continuing Education to develop and implement strategies to improve student retention and success, including early alert systems and targeted interventions.
- Coordinates with faculty and program directors to ensure a seamless student experience.



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Financial Aid & Payments

- Assists students with completing financial aid applications (FAFSA, WV Workforce HEAPS, WIOA, and others) and navigating the financial aid process.
- Verifies student eligibility for financial aid programs.
- Manages student payment plans and tuition collection processes.
- Works with external agencies (i.e., Division of Rehabilitation, etc.) to ensure student financial arrangements and related payments.
- Collaborates with the business office to resolve financial aid or payment issues.
- Set ups and maintains WV-48 arrangements and vendor contracts with external agencies.

Accounting Support for Workforce Education and WORCS

- Maintains Workforce Education budgets and helps develop accounting and grant reports
- Assists in the development of Purchase Orders, Purchase Agreements, and invoicing related to Workforce Education programs
- Assists the Director of Non-Profits in maintaining the accounting for Eastern Workforce Opportunity Regional Resource Center and Services (WORCS).
- Records bills, prints checks, and overall manages the day-to-day processes of WORCS accounting.

Additional Responsibilities

- Coordinates and participates in workforce education program events like orientations, open houses, and graduations.
- Designs and implements processes to maintain data related to Workforce Education's performance for future planning and development of its programs.
- Serves on college committees and participates in professional development activities as needed.
- Maintains notary status for college.
- Other duties as assigned by the Director of Workforce & Continuing Education (primary) and Director of Non-Profits and Grants Management (secondary).

Minimum Qualification Requirements:

- Bachelor's degree in education, business, or a related field preferred
- Experience working with students in a post-secondary setting
- Strong organizational, communication, and interpersonal skills
- Proficiency in Microsoft Office Suite, Microsoft Teams, and QuickBooks
- Ability to work independently and as part of a team
- Willing to travel when needed

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

EQUAL OPPORTUNITY EMPLOYER