



JOB DESCRIPTION

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.

TITLE III PROJECT DIRECTOR/CAREER COUNSELOR – GRANT FUNDED

Position: This position is funded through a five-year Title III grant awarded by the US Department of Education. This position is fully supported through the Title III project at 100% and is a 12-month position subject to continued federal funding annually. Non-Classified, Exempt Status; Benefits Eligible

Location: Moorefield Headquarters

Overview: The Director is responsible for overall project management, including personnel and budget management, evaluation, and compliance. Working collaboratively with the President, Dean of Student Success & Access, and the Title III Steering Committee, the Project Director will facilitate the planning and implementation of all grant-supported activities. This position also serves as the lead Career Services Counselor for the college, working with faculty on student internships, student assistantships, career placement, including student graduation employment surveys. The Project Director reports to the President for the Title III grant portion and reports to the Dean of Student Success and Access for the career counseling portion.

Salary Range: Determined by level of experience and educational requirements

Responsibilities:

Project Management

- Provide overall project leadership and supervision; ensure accomplishment of project objectives; lead implementation of effective project evaluation.
- Manage budget; maintain budget control; approve expenditures; ensure appropriate use of federal funds.
- Oversee preparation of project fiscal and technical reports for the U.S. Department of Education and Eastern WV Community and Technical College.
- Maintain effective communication to ensure project congruence with institutional goals.
- Develop and implement communication plan to inform the campus community of the Title III project.
- Remain current regarding Title III and U.S. Department of Education policies, grant terms, and conditions; ensure project compliance throughout grant period.
- Participate in professional development appropriate to the functions of the position, including national Title III meetings/conferences and Department of Education sponsored trainings.
- Represent the college, serves as the primary point of contact for the Title III project and performs other duties appropriate to the position.
- Other duties as assigned



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Career Counseling

- Provide career assessment/career planning opportunities for new and potential student including services of interest inventory instruments to help students choose careers.
- Serve as primary liaison for Career and Technical Education students with the Dean of Teaching and Learning, Workforce Education department, the division chairs, and faculty, to build relationships and provide information on internships, co-op, and assistantships opportunities and maintain current information for students on placement.
- Serve as main student Job Recruiter for the College. Develop relationships and communicate regularly, with area businesses on full-time and part-time openings that could be made available to Eastern students.
- Coordinate workshops and give group presentations on resume writing, cover letter writing, interview skills, job search and other related areas having monthly workshops during the fall/spring semester on all campuses.
- Represent Eastern's programs and services at job fairs and employment fairs throughout the district, including providing written material and displays, attend events and follow up with event participants.
- Coordinate on site campus visits for employer recruiters, including career fairs, interviews, information sessions for students, joint sessions with faculty as needed.
- Work with the college webmaster to maintain a Career Planning website with up-to-date listings of all employment opportunities and contact information.
- Other duties as assigned.

Required Minimum Qualifications:

Education – Bachelor's Degree in Education, Behavioral and/or Social Science or related field

Experience – At least three to five years of experience related to one or more area of assignment such as:

- Occupational counseling, career coaching, job placement, or other directly related experience
- Developing/implementing best practices in student success and retention strategies in higher education
- Developing/implementing professional development opportunities and/or high-impact strategies.
- Successful project management (achieving grant deliverables) or having responsibility over grants which can include: applying for grants, monitoring compliance and reporting activities, monitoring budgets and personnel management in accordance with applicable fiscal restraints, and maintaining grant records.
- Working with underserved student populations.

Other Additional Requirements – Knowledge of student information systems; ability to address equity and inclusion as a priority in project management, decision making, and coordinating teams; ability to work effectively and collegially with others; effective written/oral communication skills; meticulous attention to detail and quality control; ability to analyze and interpret financial data; willing to work during evenings and weekends if needed; willing to travel at any time



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Closing Date: Resume review begins immediately. Search will remain open until the position is filled.

Please submit a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position, a current resume, three (3) professional references (names, addresses, e-mail, and phone numbers), official transcripts and a **completed Eastern application** found at <https://www.easternwv.edu/documents/about-eastern/employment-application> to:

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

EQUAL OPPORTUNITY EMPLOYER