

**Job Title:** Assistant Director, Center for Healthy Grandfamilies, West Virginia State University Healthy Grandfamilies (WVSUHGF)

**Department/Office:** Extension Service

**Reports to:**  Director, Center for Healthy Grandfamilies, West Virginia State University

**Job Summary**

The Assistant Director of the Center for Healthy Grandfamilies, will aid the Director in the provision of leadership, best practices, research and support to West Virginia Grandfamilies and others throughout the state. The Assistant Director will lead other team members on applied research, grant writing, programming activities, expansion, and dissemination of program results. This position is employed by the West Virginia State University Research and Development Corporation.

**Essential Duties and Responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Managing replication activities statewide
* Overseeing data analysis and program evaluation
* Coordinating contracts and memoranda of understanding
* Presenting program and model of delivery at state and national engagements
* Developing and maintaining programmatic partnerships at the regional, state, and national levels
* Ensuring all WVSU Healthy Grandfamilies Program staff enter teaching, research and service activities into PEARS
* Assisting educators with outreach and delivery
* Other duties as assigned.

**Specific Duties and Responsibilities:**

The Assistant Director should be experienced in communicating with stakeholders and agency partners and be able to work independently and with minimal supervision. The position requires adherence to standards and guidelines set forth by WVSUES, WVSU R&D Corporation as well as federal guidelines pursuant to the various granting agencies. The individual must exhibit a willingness to work collaboratively and have capacity for flexibility.

The Assistant Director will have the responsibility for understanding the entirety of the Center’s activities and operations including: managing the replication of the programs throughout the state; training county coalitions and contracted social worker; consulting with the previously trained coalitions, collecting program data from the county coalitions, and providing any follow-up services as needed; overseeing data analysis and program evaluation; and maintaining appropriate files and records necessary for partnerships and grants.

The Assistant Director will engage in grant writing for sustainability of the Center and will also lead collaborative efforts in applied research, professional development, dissemination of information, policy development, and presentations.

**Required and Desired Skills and Traits**

* Proficient in Microsoft Office
* Strong written and oral skills
* Experience with diverse clientele and organizations
* Flexibility

**Supervisory Responsibilities**

This position may supervise program staff including but not limited to, extension educators, administrative assistants, interns and volunteers.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job**.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Type and Expected Hours of Work**

Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Summer schedule is Monday through Friday, 8 a.m. to 4 p.m. However, due to the nature of the job performed, flexible hours, including evenings, weekends and occasional overnights, may be required.

**Travel**

This position will require travel statewide but may also include out of state travel based on attendance requirements for training, professional development and presentation opportunities.

**Required Education and Experience**

Applicants must have at least a Bachelor’s degree in education, social work, or a related field; a Master’s degree in education or social work or licensure from the State of West Virginia Board of Social Work and at least 2 years of experience is preferred. Applicants must be proficient with computer applications. The successful candidate will have the ability to be flexible, will have strong written and oral communication skills, and experience in working with diverse clientele and organizations.

**Additional Eligibility Qualifications**

Driver’s license in good standing.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Authorization/Security Clearance**

This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a criminal background check, educational, DMV and prior employment.

**To Apply**

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu). Qualified candidates may submit a cover letter, resumé, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

**Closing date**

This position will remain open until filled. However, first consideration will be given to applicants who reply by June 30, 2024.

Hard copy applications may be sent to:

ATTN: Search Committee for Assistant Director, Center for Healthy Grandfamilies, West Virginia State University Healthy Grandfamilies (WVSUHGF)

West Virginia State University Research and Development Corporation

PO Box 1000

201 ACEOP Admin. Bldg.

Institute, WV 25112

**AAP/EEO Statement**

West Virginia State University is an equal opportunity affirmative action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.

West Virginia State University is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. To request disability accommodation contact: Michael Casey or email: [ada@wvstateu.edu](mailto:ada@wvstateu.edu).

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state, and local law, or arising under Title IX should be directed to Carolyn Stuart, EEO Officer, at (304) 204-4018.

**Women, minorities, people with disabilities and veterans are encouraged to apply.**