

## **Regional SSC Grant Coordinator**

### **Business Office**

Position # 24-046

Exempt/Non-Classified/Salary Staff, temporary full-time, grant funded, benefits eligible position. Salary is commensurate with education and experience.

#### **Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

#### **To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

#### **Function/Summary**

The Regional SCC Grant Coordinator of Research and Evaluation (RSCCG Coordinator) is responsible for coordinating all data collection, research, and Federal reporting in support of a multi-campus grant project funded by the United States Department of Labor. Under the supervision of the SCC Grant Project Director and in collaboration with participating institutions, the incumbent will design and coordinate research strategies, collect, analyze, and validate data, and complete reporting to ensure compliance with all Federal reporting requirements. The incumbent will also respond to ad-hoc requests to assess progress toward meeting project goals and objectives as well as to inform project activities and planning.

#### **Minimum Qualifications**

Education:

- Bachelor's degree in education or related field or equivalent combination of education and experience.
- Preferred: Master's degree in related field

Experience:

- Two years of recent relevant experience
- Preferred: Experience managing and producing reports for Federal grants

Licensure:

- N/A
- Preferred: grants management certification

**Knowledge, Skills & Abilities**

- Ability to access and analyze a wide array of student-level, institutional, state, and national datasets.
- Ability to complete diverse tasks ranging from long-term, multi-stage research projects to fast-paced, ad-hoc data requests.
- Willingness to work in a collaborative environment and receive constructive feedback from colleagues.
- Strong written and verbal communication skills, interpersonal acumen, and the ability to work productively in a team environment.
- Ability to work productively in a remote working environment.
- Must be highly organized and detail oriented.
- Extensive knowledge of generally accepted practices in research design and data analysis.
- Ability to use statistical packages such as SPSS, SAS, or Stata is preferred.
- Advanced statistics proficiency preferred.
- Proficiency in Microsoft Office suite and ability to learn new data analysis and reporting software.
- Ability to simplify complex information for diverse audiences with varying degrees of expertise.

**Duties/Responsibilities**

<b>Frequency:</b>	<b>Duties:</b>
45%	The RSCCG coordinator serves as the project lead for all research and reporting activities related to supporting a multi-campus project funded by the United States Department of Labor. This involves collaboration with participating institutions, agency personnel, and an external evaluator to collect, analyze, report, and utilize data to gauge the success of the grand-funded project. The incumbent will process data (collecting, cleaning, recoding, organizing, extracting, analyzing, and summarizing data) for internal use and compliance reporting. Additionally, the incumbent will ensure that data are collected accurately, analyzed rigorously, readily available for the external evaluator, and shared with key stakeholders to assist in the data-informed needs of participating institutions.
30%	The RSCCG coordinator will gather and analyze data using various software tools, including performance management software, spreadsheets, data warehouse, statistical packages, and data visualization tools. The position will also conduct general research (descriptive and inferential statistics, survey, etc.) on topics related to the grant-funded project and presents findings to stakeholders. Research responsibilities will include collaborating with the external evaluator to design data collection instruments, such as interview protocols, focus group questions, and surveys; develop performance dashboards demonstrating progress toward meeting the outcomes of the project; and supporting the Project Director with continuous improvement efforts informed by qualitative and quantitative data.
20%	The RSCCG coordinator is also responsible for working with each of the institutions on inputting participant information into the tracking system; providing technical assistance on collection of participant information; assisting with policy development regarding participant intake, monitoring, and reporting; and ensuring integrity of participant data.
5%	The RSCCG coordinator performs other duties as assigned.

**Posted**

04/11/2024 with an application deadline of 05/02/2024.