**West Virginia State University Research and Development Corporation**

**Institute, WV 25112**

**Job Title:** Resource Manager, Center of Excellence for Grandfamilies

West Virginia State University Healthy Grandfamilies Program (WVSUHGP)

**Department:** College of Professional Studies

Center of Excellence for Grandfamilies

**Reports to:** Chairperson for the Department of Social Work

**FLSA Status:** Exempt

# Job Summary

# This position is part of a team effort within the Center of Excellence for Healthy Grandfamilies which is a collaboration between West Virginia State University Department of Social Work and West Virginia State University Extension Service. The center is designed to provide leadership, best practices, research and support to West Virginia Grandfamilies and others throughout the nation.

# The Resource Manager will participate with other team members on applied research, grant writing, replication of program activities through West Virginia, and dissemination of program results. The manager will be responsible for managing and maintaining data from the 55 counties in West Virginia, entering that data into the center’s website, answering calls and directing them to the appropriate person.

**Essential Duties and Responsibilities**

The Resource Manager will be responsible for:

* maintaining a statewide website with regionally based web pages
* updated resources for families and professionals
* notices of upcoming events
* news feeds related to Grandfamilies
* field inquiries about the program and replication
* the Resource Manager will assist with data collection and data management.

Administrative

* Assist in maintenance of accurate records on screening
* Collect and maintain participant data
* Develop and submit monthly reports

Technical Assistance

* Provide field expertise to community members and partners
* Serve on advisory boards and committees
* Participate in community events

**Supervisory Responsibilities**

Currently there are no supervisory responsibilities.

# Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual 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.

# Education and/or Experience

Applicants must have a Bachelor’s degree in a human service field and at least 2 years of administrative experience. Applicants must be proficient with computer applications and social media. The successful candidate will have the ability to be flexible, will have strong written and oral communication and customer service skills, and experience in working with diverse clientele and organizations.

# Computer Skills

To perform this job successfully, an individual will be proficient in Microsoft Office, various search engines, utilize social media, maintain a webpage, and have intermediate knowledge of database software, Internet software, and word processing software. Experience with website management is preferred

# 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.

While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds.

# 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.

**Travel**

Travel state-wide but may also include various portions of the United States based on attendance requirements for training, professional development and presentation opportunities.

**Position Type and Expected Hours of Work**

This is a full-time. Length of employment will depend upon available funding. Days and hours of work

are Monday through Friday, 8:30 AM to 5 PM. Summer Schedule is Monday through Friday 8:00 AM to 4:00 PM. Flexible hours—including evenings, weekends and occasional overnights—are required due to the nature of work performed.

**Other Duties**

* Conduct activities to foster a positive public image of West Virginia State University Extension and West Virginia State University, an 1890 Land-Grant Institution
* Represent West Virginia State University and Extension with appropriate individuals, agencies and organizations on a state, regional, national and international basis
* Work collaboratively with faculty, staff, and Extension Agents to create and deliver interdisciplinary programs. This includes programs with West Virginia University Extension Service and other university partners as well as external agency and organizational partners
* Create and deliver professional presentations that highlight the WVSUHGP work

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.

**AAP/EEO Statement**

**Reasonable accommodations will be made to provide this content into reasonable alternate accessible formats upon request. Please contact our offices at (304) 766-5224 or** [**Justin.Cherry@wvstateu.edu**](mailto:Justin.Cherry@wvstateu.edu)**.**

**West Virginia State University Research and Development Corporation is an Equal Opportunity/Affirmative Action institution that does not discriminate on the basis of race, color, religion, sex, national origin, disability or veteran status in any of its programs or activities.**

Closing Date: November 01, 2019

Please send cover letter, resume, unofficial transcript, and recent letters of recommendation from three professional references with contact information to:

Search Committee Chair, Resource Manager, Center of Excellence for Grandfamilies

West Virginia State University Research and Development Corporation, POB 1000, 201 ACEOP Administration Building,

Institute, WV 25112.

**PREFERRED: Information accepted as e-mailed in Word or PDF format to**

[rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu)