

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML140408**

OPENING DATE: April 28, 2014 **CLOSING DATE: May 9, 2014**

LOCATION: Mountaineer ChalleNGe Academy, 1001 Army Road, Camp Dawson,
PO Box 586, Kingwood, WV 26537

JOB TITLE: Administrative/Operations Specialist

FUNCTIONAL TITLE: Admissions Recruiting Coordinator #6012

SALARY RANGE: \$39,684 - \$59,520

Note: Position carries a six months probationary period.

How to Apply: Anyone interested in applying for this position must submit a **completed State of West Virginia Application for Employment and resume** to: The Adjutant General's Office, 1703 Coonskin Drive, Charleston, WV 25311.

Application may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or

<http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/MA.html>

NATURE AND SCOPE OF WORK

Under the general supervision of the Deputy Director, the Admissions Recruiting Coordinator (ARC) manages aspects of outreach activities: advertising, brand development, speaker's board, social media, marketing, network development, etc. The Admissions / Recruiting Coordinator supervises the Recruiters of the Academy by performing advance level professional social service work. The person serving in the Admissions Recruiting Coordinator position is considered part of the Academy's Senior Staff. The ARC is responsible for recruiting teens from across the state for enrollment into the program, insuring that applications are complete and the applicants meet the eligibility criteria. The general duty day for this position is Monday – Friday, with some requires travel and is subject to on-call status. Performs related work and other duties as assigned.

EXAMPLES OF WORK

1. Plans, develops, and executes through professional, technical, and clerical staff, the recruiting mission of this statewide program.
2. Coordinate outreach opportunities with Gatekeepers: Community Leaders, Civic Organization, Educators, Media Outlets, etc.
3. Participates as a member of the Senior Staff to manage and operate all aspects of the program.
4. Develops and implements operating procedures within regulatory and statutory guidelines: State of WV, National Guard Youth ChalleNGe Program and the MCA.

5. Recommends the selection and assignment of staff, conducts interviews and background evaluations for prospective employees.
6. Manages sensitive and confidential information.
7. Interprets statutes, regulations and policies to staff, other managers, and the public.
8. Monitor Recruiter travel to insure state coverage and to meet budgetary guidelines.
9. Prepares reports reflecting the operational status of the program.
10. May participate in conferences and meetings.
11. Assist in the development and maintenance of Social Media.

DUTIES AND RESPONSIBILITIES

1. Direct the daily operations of the Recruiting staff.
2. Recruits and screens applicants for enrollment in the program and provides orientation opportunities for the families.
3. Make formal recommendations to Director for Applicant acceptance or denial.
4. Develops community resources by speaking and networking with educational groups, community organizations, and interested gatekeepers regarding services available through the program for teens both in the residential and post-residential phases of the program.
5. Recommends the selection and assignment of staff; conducts interviews and evaluations for prospective employees.
6. Conducts annual performance evaluations.
7. Determines need for training and staff development, provides training or searches out training opportunities.
8. Researches professional journals, regulations, and other sources for program improvement.
9. Interprets statutes, regulations and policies to staff and the public.
10. May serve as a witness in administrative hearings.
11. Renders decision in unusual or priority situations, and consults with supervisors in reviewing same.
12. Assists in the development of the program budget.
13. Maintains all department records and data IAW Academy, State of WV and NGB requirements.
14. Maintains accurate, up-to-date, and required documentation and data using the database.
15. Prepares reports reflecting the operational status of the program.
16. Evaluates the operations and procedures of the department for efficiency and effectiveness.
17. Must be physically capable of participating in Academy requirements including, but not limited to: classroom instruction, acclimation, field trips, bus rides, sporting events, operating a 15 passenger van, 16-hour work days, and lifting up to 40 lbs of materials or equipment.
18. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
19. Must travel and attend off-site training.

KNOWLEDGE, SKILL, AND ABILITY

1. Knowledge of the program, department and related activities.
2. Knowledge of Federal, State, and local government relationships related to the Academy.
3. Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting, and reporting.
4. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.


5. Knowledge of safety practices and risk management.
6. Skill set with Microsoft Office package.
7. Skill set with Social Media formats.
8. Skill to maintain records, and prepare reports and correspondence related to work.
9. Skill to communicate with others, both in writing and orally (one-to-one and to groups).
10. Ability to plan, direct, and coordinate the program and administrative activities of the MCA.
11. Ability to supervise others.
12. Ability to evaluate operational situations, and analyze data and facts in preparation for administrative and policy decisions.
13. Ability to establish and maintain effective working relationships with Cadets and co-workers, other government officials, employees, and the public.

TRAINING AND EXPERIENCE

1. Graduation from an accredited four (4) year college or university with major course work in the area of assignment or related field: Public Admin, Social Work, Vocational Rehabilitation, Counseling/Guidance, Education, Communication, Business, Sales / Marketing, Human Services or other related area.
2. Five (5) years of progressively responsible, full-time experience with administrative or supervisory experience or other appropriate experience with transferable skills.
3. Experience as described may substitute for the required experience through an established formula.

SPECIAL REQUIREMENTS

1. As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) which must be worn when designated.
2. Position is contingent upon receipt of continued Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
5. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at anytime without cause.


For JAMES A. HOYER
Major General, WVARNG
The Adjutant General