
Position Announcement

Program Coordinator, Sr.

Duties & Responsibilities:

The Program Coordinator, Senior is a continuing education instructor and coordinator / public relations manager for Kanawha Valley Community and Technical College Workforce and Economic Development division.

Qualifications:

A successful candidate will have a bachelor's degree or equivalent in allied health, construction, computer science, engineering, business studies, graphic design or Journalism. He or she will have instructional skills, communication skills (verbal and written), computer skills (web design, social networking and standard office software skills), time management skills, and organizational skills (fact and detail checking, and event planning skills). The least amount of prior directly related work experience considered for qualified applicants is: one year experience in instruction, program coordination, and public relations, with six months of social networking experience.

This position is classified as Pay Grade 19 and has a minimum salary of \$37,613. It is a full-time (12 month) position with benefits.

Closing Date: October 15, 2009 (Internal) and October 30, 2009 (External), or until the position is filled.

Send application materials consisting of a cover letter, resume and three letters of professional reference to:

Kanawha Valley Community and Technical College
Office of Human Resources
101 Ferrell Hall
PO Box 1000
Institute, WV 25112-1000

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