

West Virginia Center for Nursing



An EO/AA Employer Position Announcement

Position: Associate Director Recruitment and Retention
West Virginia Center for Nursing

Description of Work: The Associate Director for Recruitment and Retention, with the Executive Director, plans and implements the Center's comprehensive statewide and evidence-driven workforce program. The Associate Director reports to the Executive Director and supervises staff assisting with projects related to recruitment and retention.

Duties and Responsibilities:

Administration: Identifies areas of need in nursing recruitment and retention, based upon the Center's supply and demand data. Assists with the development and implementation of a strategic statewide plan for nursing by contributing knowledge about the issues and priorities related to workforce development. Prepares proposals to obtain outside funding for workforce development activities. Plans, implements, and administers recruitment and retention programs, and provides oversight for recruitment and retention initiatives including the ability to manage data and measure outcomes of these initiatives.

Communications: Effective verbal, written and electronic communication with board members, advisory committee members, and stakeholders. Disseminates workforce development strategies generated by the center, other state entities, and national sources to nurses and stakeholders. Represents the Center at selected meetings, conferences, and committees. Prepares written reports and manuscripts for publication related to workforce development activities.

Supervision: Assists the Executive Director with administrative responsibilities.

Evaluation: Plans and implements the evaluation of recruitment and retention and other center projects.

Qualifications: Master's degree in nursing with a diverse background in nursing education and practice, health policy, public relations, and human resource management. Must be eligible for or possess a WV registered nurse license. Earned Doctorate degree preferred along with expertise with grant writing submission, implementation, and management; experience in the non-profit/for profit environment and experience in working with volunteer boards.

Salary: Salary will be commensurate with education and experience

Deadline for Receipt Resumes and References by Close of Business: Monday, February 1, 2010

Apply to: Margaret V. Buttrick, HRA
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