Position Announcement
West Virginia University Extension Service

Position Title Extension Assistant Professor
Institute for Labor Studies and Research
Extension Specialist – Labor and Industrial Relations

Location Morgantown, WV

Screening will begin (Revised): April 2, 2012 and continue until position is filled.

Brief Description

The Institute for Labor Studies and Research (ILSR) at West Virginia University has an opening for an individual who will be responsible for conducting labor and industrial relations research; developing, coordinating, and teaching educational programs for the labor movement; and providing service to labor organizations, union members and other clients.

ILSR is a program unit of the Center for Community, Economic, and Workforce Development, part of the WVU Extension Service. ILSR's mission is "to support and strengthen the trade union movement, to improve labor-management relations, to promote social justice within unions, and to enhance labor's role in the community." This mission is "accomplished by providing university-quality programs of teaching, research, and service for labor organizations at the local, state, regional, and national levels."

The successful candidate will be expected to take an active role in all ILSR initiatives and to work collaboratively with other ILSR faculty to fulfill the unit's research, teaching, and service obligations. The position will report to the Program Leader of ILSR.

Major Responsibilities

- Conduct teaching, research, and public service programs in identified priority areas.
- Integrate research-based knowledge into the development and implementation of ILSR programs of teaching and service.
- Collaborate with local, state, and national labor organizations to determine research needs.
- Design and implement applied research in support of local, state, and regional labor organizations and appropriate community partners.
- Collaborate with WVU's academic programs as appropriate in support of ILSR's research agenda.
- Deliver curriculum, programs, and resources that meet the needs of the labor community in accordance with ILSR's mission.
- Conduct research that evaluates the results of teaching, research, and service in terms of measurable impacts and outcomes.

- Serve on the ILSR program team and support its statewide program initiatives such as summer programs, conferences, short courses, and research and service efforts.
- Serve as a liaison between ILSR and other university programs.
- Serve in various capacities within ILSR as needed or required in support of ILSR's mission.

Qualifications

Master's degree required, earned doctorate preferred, in industrial relations, social science, law, or other related field. Demonstrated achievement in research is required and evidence of successful labor education and/or union experience is necessary.

The position requires an individual who can demonstrate the capacity to work collaboratively to conduct basic and applied research, teaching, and service activities for the trade union movement. A labor educator who has developed and published in an area of expertise is desired.

Special Requirements

Ability to meet travel demands of position.
Willingness to work flexible hours, including some nights
Demonstrate a combination of strong technical and communication skills.
Demonstrate the ability to work in a team setting on a variety of projects while completing work in a timely manner.
Demonstrate knowledge of the organizational structure, functions, duties, and responsibilities of labor unions and labor organizations.
Ability to operate a personal computer using word processing, email, desktop publishing, network software, and any other computer programs needed to perform within the job description.
Demonstrate interpersonal skills and the ability to work within a team environment with internal and external personnel who have a varied discipline background.
Demonstrate the ability to communicate in English clearly and effectively, both orally and in writing, to answer inquiries, provide information, and deliver curriculum in various settings.
Ability to maintain confidentiality and protect proprietary information contained in the daily course of work.
Ability to pass a criminal background check.
Required to take and pass the WVU Driver's Safety Training exam.
Ability to lift and carry materials needed to conduct trainings and perform duties of the position.

Salary

$55,000 - $65,000, to be commensurate with experience. This is a full-time, tenure track position with the West Virginia University Extension Service. Significant areas are teaching and research with a reasonable contribution in service.

Benefits:

- 401k Retirement program with employer matching
- Annual leave (24 days annually)
- Sick leave (18 days annually)
- Paid holidays (12+ days annually)
- Workers' Compensation
- Optional benefits:
  - Group Health, Life, and Accident insurances
  - Disability Insurance
  - Optional pre-tax benefits:
    - Child care
    - Dental care
    - Supplemental retirement programs
    - Vision care
- Tuition waiver (6 possible credit hours per semester)
- Travel expense reimbursement
- Moving expense stipend within one year of employment
- Several additional programs and privileges

Application Process:

If you meet the stated requirements and would like to be considered for the position, all of the following information must be received **no later than 11:59 p.m. Eastern Time** on the closing date:

- A cover letter indicating the position that you are applying for and outlining experience and qualifications.
- Resume or curriculum vitae of academic training and professional experience of all academic work using the suggested format that could include the following information:
  - Date(s) of employment
  - Supervisor(s) names
  - Contact information
- A list of three references (including address, e-mail, and phone and fax numbers) who can reflect on your professional strengths.
- All application material must be in **electronic submissions in Microsoft Word format by 11:59 p.m. eastern time** on the closing date or you will not be considered for the position**.**
- **Transcripts**: undergraduate and graduate **showing degrees conferred** (unofficial copies will be accepted. Hard copies by mail or electronic copies only. Transcripts as PDF will be accepted. No fax accepted)
- Send to EHRRecruitment@mail.wvu.edu.
- **NOTE:** All application material must be received by closing date or you will not be considered for the position. **Masters' degree must be conferred by the closing date.**

For inquiries, call:

West Virginia University Extension Service
P.O. Box 6031, Morgantown, WV 26506-6031
Phone 304/293-4555; Fax 304/293-4565

Social Justice:

The incumbent in this position is responsible for fulfilling the legal and moral mandates of appropriate laws and University policies regarding civil rights compliance, the Americans with Disabilities Act, and related social justice issues.

Equal Employment Opportunity:
West Virginia University is an Equal Opportunity Employer and applicants will be considered solely on the basis of individual qualifications and merit and without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Minorities, persons with disabilities, females, and other protected class members are encouraged to apply.
Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise as necessary.

Visit our website at www.ext.wvu.edu for additional information about West Virginia University and the WVU Extension Service.

West Virginia University is the recipient of an NSF ADVANCE award for gender equity.