

Position Announcement
West Virginia University Extension Service

Position Title	Extension Specialist Institute for Labor Studies and Research Extension Assistant/Associate Professor – Public Policy and Political Education
Location	Morgantown, WV
Closing Date	Application reviews will begin May 15, 2012 and continue until the 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 public policy and political education research; developing, coordinating, and teaching policy and political education as well as general labor education 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 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 political science, public administration, industrial relations, social science, law, or other related field. Demonstrated achievement in teaching and research is required, and evidence of successful labor education and/or related union experience is necessary.

The position requires an individual who can illustrate the capacity to work collaboratively to conduct basic and applied research, teaching, and service activities for the trade union movement.

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, e-mail, 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

Appointment and salary will be commensurate with experience. To be hired at the Associate Professor level, terminal degree and at least five years of demonstrated, sustained excellence as a higher education faculty member is required. This is a full-time, tenure track position with the West Virginia University Extension 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 credit hours per semester)

Travel expense reimbursement

Moving expense reimbursement

There are several additional programs and privileges.

Application Process

If you meet the stated requirements and would like to be considered for the position, priority screening begins on May 15, 2012.

A cover letter indicating the position that you are applying for outlining experience and qualifications.

Resume or curriculum vitae of academic training and professional experience of all academic work which must include the following information:

Date(s) of employment

Supervisor(s) names

Contact information

A list of three references (including address, e-mail, phone, and fax numbers) who can reflect on the applicant's professional strengths.

All application material, *excluding transcripts*, must be sent in **electronic submissions** and must be received before closing date in **Word** format.

Transcripts: undergraduate and graduate (unofficial copy will be accepted, no fax accepted. Hard copy by mail or electronic only).

Send to EHRRecruitment@mail.wvu.edu.

NOTE: All application material, including transcripts, must be received by closing date or the individual will not be considered for the position.

For inquiries, call:

Kim Suder, Human Resources Director
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 Web site at www.wvu.edu/~exten/ for additional information about West Virginia University and the WVU Extension Service.