

POSITION ANNOUNCEMENT
West Virginia University Extension Service

Position Title: Program Leader – Fire Service Extension
Administrator (50%) and Faculty (50%) Assignment

Assignment Location: WVU State Fire
Academy, WVU Jackson’s Mill
Weston, West Virginia

Closing date: March 26, 2014

Background: Fire Service Extension provides noncredit fire and rescue training for career and volunteer firefighters, junior firefighters, industrial emergency responders, and Emergency Medical Service (EMS) personnel in the state and region. In 2013 Fire Service Extension trained 7,000 individuals in fire, rescue, EMS, and law enforcement training programs. In addition, WVU Fire Service Extension is an accredited agency of the National Professional Qualifications Board and IFSAC. Fire Service Extension courses range from 6 to 60 clock hours.

Brief Description: West Virginia University Extension Service seeks a dynamic and visionary individual to provide leadership for the development and marketing of a state Fire Academy at the WVU Jackson’s Mill, located near Weston, West Virginia. Incumbent will be responsible for development of physical facilities, programs, and curricula for the Academy; and must be able to articulate a vision for and provide dynamic leadership to meet the future educational needs of volunteer and career firefighters, rescue personnel, industrial firefighters, and safety officers throughout the state and region. Incumbent will be expected to maintain and extend the range of fee-based and income generating programs operated by the Fire Service Extension and ensure the financial stability and growth of the unit.

Major Responsibilities: The program leader provides leadership for a statewide fire suppression, fire prevention, and rescue training program; coordinates activities with agencies and organizations such as the State Fire Commission, the State Fireman's Association, the State Fire Chiefs Association, the Professional Fire Chiefs Association, the WV Professional Fire Fighters Association, and the WV Department of Homeland Security and Emergency Management; establishes and expands liaisons with local, state, and federal agencies, other WVU units and colleges, other institutions of higher learning, other training facilities, and business and industry; and provides leadership for curriculum development for both non-credit and credit programs in the WVU system.

Additional responsibilities include:

- Encouraging the increased use of technology in fire service organizations throughout the state;
- Building and maintaining numerous partnerships, collaborations, and affiliations to aid in program development and delivery;
- Developing a strong team commitment within the training center and Academy and providing assistance to fire departments upon request;
- Supervising curriculum development, training, and certification of field instructors, and coordinating regional fire schools.

- Managing the budget
- Direct supervision of faculty and staff (Currently 1 full time faculty, 1 full time staff, 1 temporary worker and 40 adjunct trainers).
- Using creative and innovative strategies to develop resources and secure grants, contracts, and gifts to support the program's mission.

Qualifications: A visionary leader with demonstrated expertise in development, delivery, and assessment of programs; administration/leadership of a program unit/department; building collaborative relationships; and ability to secure extramural funding and successfully operate on a business model. Applicants must have a master's degree from an accredited college or university. Significant training and experience in an emergency services discipline such as career or volunteer firefighting, law enforcement, EMS, military, or emergency management preferred. Incumbent will hold or be able to meet the NFPA Standard for Firefighter 2 (NFPA 1001), Instructor 2 (NFPA 1041), and Fire Officer 2 (NFPA 1021) within two years.

Applicants must have demonstrated experience in working with career and volunteer fire departments serving both urban and rural areas. Due to the nature of the work, applicants must be willing to work a significant number of weekends and some evenings.

Special Requirements:

- Ability to pass a criminal background check.
- Ability to meet travel demands of position including extensive statewide travel.
- Required to take and pass the WVU Driver's Safety Training exam.
- Willingness to work flexible hours, including some nights and weekends.
- Ability to lift and carry materials needed to conduct trainings and perform duties of the position.
- Applicants must also possess significant computer skills.

Salary: Salary commensurate with professional qualifications. This is a 12-month, clinical track position. Appointment is (50%) administrative and (50%) non-tenure track assignment. Faculty rank (assistant or associate) based upon relevant education and experience. Annual evaluations are based on performance against a set of goals mutually established and agreed to between the incumbent and supervisor.

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 reimbursement

Application Process:

If you meet the stated requirements and would like to be considered for the position, submit the following information.

- 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 **submitted electronically in ONE electronic document (include cover letter, Resume or curriculum vita, and three references including contact information) in Word format.** (Transcripts should be sent in an individual file if sent electronically).
- **Transcripts:** undergraduate and graduate **showing degrees conferred** (unofficial copies will be accepted. No fax accepted. Hard copies by mail or electronic copies only.)
- Send to EHRRecruitment@mail.wvu.edu.

For inquiries, call:

West Virginia University Extension Service
P.O. Box 6031, Morgantown, WV 26506-6031
Phone 304/293-8613

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.