

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25314
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML180405**

OPENING DATE: April 5, 2018 **CLOSING DATE: April 20, 2018**
LOCATION: Mountaineer ChalleNGe Academy, 1001 Army Road, Camp Dawson,
PO Box 586, Kingwood, WV 26537

JOB TITLE: MCA Cadet Recruiter

SALARY RANGE: \$36,564. - \$38,376.

Note: Position carries a six months probationary period.

HOW TO APPLY: Anyone interested in applying for this position must submit a “State of West Virginia – Military Authority” application for employment form to: West Virginia Military Authority, Attn: HR – Employment Applications, 1703 Coonskin Drive, Charleston, WV 25311. Or email to deborah.s.taylor28.nfg@mail.mil or fax to 304-561-6321. All applications must be received by the closing date noted above. Applications can be obtained at the WVMA web site: <http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/WV%20MA%20Job%20Application%20-%2020161220.pdf>

NATURE AND SCOPE OF WORK

Under the general supervision of the Admissions / Recruiting Coordinator (ARC), this person provides Recruiting and Admissions Counseling to the applicants (and their support network) who are interested in attending the program. There is frequent travel across the state. The purpose of this position is to plan, coordinate and operate the Cadet Recruiting and Admissions function of the Academy. Applicants are recruited for each of the two class cycles conducted each year, one in January and one in July. The general duty day for this position is Monday – Friday, with some evenings and weekends, requires travel, and is subject to on-call status. Performs related work and other duties as assigned.

EXAMPLES OF WORK

1. Represent the Mountaineer ChalleNGe Academy in a professional manner.
2. Build and maintain a network of individuals, programs and services relating to at-risk teens by speaking with educational and community organizations.
3. Interact with a variety of professional practitioners in the areas of social work, mental health, education, juvenile delinquency, and counseling to assess an applicant’s needs and provide appropriate service.
4. Interviews Cadet applicants to the program, develops a summary of the session, gathers pertinent information and makes recommendations regarding acceptance, treatment plans, employment strategy and/or course work.

5. Assist applicants to correct truant and socially unacceptable behavior by enrolling in the Program.
6. Develop written and oral reports on case findings of the application packet including summaries of social, legal, medical and educational circumstances.
7. Properly manages sensitive and confidential information.
8. Maintain accurate and up-to-date records in the database and Cadet Application record.
9. Counsel Cadets and assists in transition to the Academy.
10. Assist other departments and staff members as needed.

DUTIES AND RESPONSIBILITIES

1. Organize and execute day-to-day recruiting activities of the Academy.
2. Recruit an adequate number of applications, which is identified by quota, for each cycle of the Program to meet the needs of the Academy.
3. Conduct interviews, develop a summary of the application, and make recommendations regarding eligibility for the program.
4. Develop, maintain, and correspond (telephone, email, social media, letters, etc.) with a network of gatekeepers, sources of referrals, for at-risk youth including, but not limited to: Circuit Courts, school officials, mental health providers, and other state agencies.
5. Assist Cadets during their transition into the Program and counsel Cadets in achieving their goals including completion of the Program.
6. Plan and execute special outreach events (tours, Open House, Media Day, Graduation Reception, etc) to facilitate recruiting and public relations.
7. Assists in public relations activities: develop print media, conduct presentations to appropriate constituencies, public service announcements with newspapers, radio and television, etc.
8. Maintain recruiting records and files.
9. Properly handle, record, store, and dispose of PII.
10. Must be able to travel frequently throughout the State presenting the mission of the Program and requirements for enrollment.
11. Must be physically capable of participating in Academy requirements including, but not limited to, classroom instruction, Acclimation, field trips, bus rides, sporting events, operating a 15 passenger van, 16-hour work days, lifting up to 40 lbs of materials or equipment.
12. Must have a valid driver's license, pass a criminal background check, and pass drug screenings.
13. Must travel and attend off-site training.

KNOWLEDGE, SKILL AND ABILITY

1. Knowledge of federal and state laws, regulations and policies in social work.
2. Knowledge of theories and practices in social work.
3. Knowledge of behavior modification techniques and philosophies used with at-risk youth.
4. Knowledge of emotional states and their behavioral indicators.
5. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.
6. Skill set for Microsoft Office package.
7. Skill to communicate both orally (one-to-one and groups) and in written format.
8. Ability to communicate effectively with a wide variety of people including coworkers, professionals, families and applicants.
9. Ability to interview people to assess social, educational and medical circumstances to determine eligibility for the program.

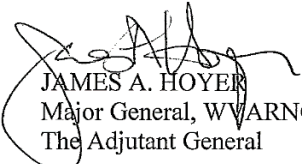
10. Ability to counsel people in favor of specific actions and changes in attitude or insights.
11. Ability to maintain records, reports and correspondence related to work.
12. Ability to travel and attend mandatory off-site training.

TRAINING AND EXPERIENCE

1. Graduation from an accredited four (4) year college or university with a major in social work, criminal justice, psychology, sociology, counseling, education or a closely related field with transferable skills.
2. Three (3) years of progressively responsible experience in related areas: military, recruiting, advertising, sales, marketing, education and/or counseling.

SPECIAL REQUIREMENTS

1. As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) which must be worn when designated.
2. Position is contingent upon receipt of continued Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
5. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at anytime without cause.
6. A pre-employment drug screen is mandatory.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General