

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML161010**

OPENING DATE: October 21, 2016 CLOSING DATE: November 3, 2016

LOCATION: Mountaineer ChalleNGe Academy, 1001 Army Road, Camp Dawson,
PO Box 586, Kingwood, WV 26537

JOB TITLE: MCA Cadet Recruiter

FUNCTIONAL TITLE: Recruiter/Admissions Counselor

SALARY RANGE: \$36,060 - \$54,180

Note: Position carries a six months probationary period.

How to Apply: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Application for Employment and resume** to Mountaineer ChalleNGe Academy, PO Box 586, Kingwood WV 26537

Application may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or
<http://www.wv.ngb.mil/jobs/staffing/vacancy%Announcements/MA.html>

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 and 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.

PRINCIPLES DUTIES AND RESPONSIBILITIES

1. Represent the Academy, organize and execute day-to-day recruiting activities for the Academy.
2. Recruit an adequate number of applicants for each cycle of the program identified by quota.
3. Conduct interviews, develop a summary of the application and other reports, and make recommendations regarding eligibility for the program including social, legal, medical and educational circumstances.
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 to achieve their goals including completion of the Program.
6. Build a network of professional practioners relevant to at-risk teens (mental health, social work, education, juvenile delinquency, etc.) to assess an applicant's needs and provide appropriate service.

7. Maintain a network of individuals, programs and services working with at-risk teens and their families by speaking with educational and community organizations.
8. Maintain accurate and up-to-date records in the database and Cadet Application record/
9. Plan and execute special outreach programs, assist in public relations activities such as, tours, open house, media day, graduation receptions, public relations, newspaper relations, television media, radio, etc.
10. Properly handle, record store and dispose of Personal Identifiable Information(PII)
11. Must be able to travel frequently throughout the State presenting the mission of the Program and requirements for enrollments. Must Travel and attend off-site training.
12. Must be physically capable of participating in Academy requirements including, but not limited to , classroom instruction, Acclimation, field trips, bus rides, sporting events, operation a 15 passenger van, 16 hour work days, lifting up to 40lbs. of materials.
13. Must have valid driver's license, pass a criminal background check and pass drug screenings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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. Skills 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.

MINIMUM QUALIFICATIONS

TRAINING: Graduation from an accredited four (4) year college or university with a major in social work, criminal justice, psychology, sociology, counseling, education, business, advertising, marketing, or a related field with transferable skills.

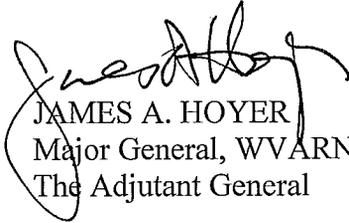
SUBSTITUTE: N/A

EXPERIENCE: Two (2) years of experience in related areas: military, recruiting, advertising, sales, marketing, education and/or counseling.

SPECIAL REQUIREMENTS

1. 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 continued receipt of 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 EMPLOYMENTS MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General