



WEST VIRGINIA

Division of Personnel
1900 Kanawha Blvd. E., Bldg. 6, Room 420
Charleston, WV 25305

<http://www.state.wv.us/admin/personnel/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Cultural Program Coordinator - Education**

An Equal Opportunity Employer

SALARY

\$14.13 - \$26.15 Hourly \$2,450.00 - \$4,533.00 Monthly \$29,400.00 - \$54,396.00 Annually

ISSUE DATE: 09/02/09

FINAL FILING DATE: 09/17/09

THE POSITION

Location: Kanawha County. **Specialty:** Education. Requires: 2 years in coordination/planning cultural programs or events. Under the supervision of the Deputy State Historic Preservation Officer, employee will be responsible for creating educational materials and coordinating additional staff educational efforts.

Hiring Process: APPLY ONLINE. It is easy and speeds processing. You may apply from any internet connected computer. Public access computers are available at many libraries and at Workforce WV Offices. Do not use a paper application unless you cannot apply online. If you must use a paper application due to disability or other valid reason, please call our office (304) 558-3950 ext. 57207 for special instructions. Your eligible score will be based on information provided in your application. If you have applied for this job within the past 11 months and simply want to update your ID (name, address, etc.), work preferences, or county availability, do not re-apply. Instead, send us a letter.

IMPORTANT: This posting is for positions in one or more specific counties, and/or job specialties. Applicants for this posting are eligible only for these locations and/or specialties. Position vacancies in other locations or job specialties may be posted separately. If you are interested in positions in other county areas, or other job specialties, you must apply separately to each posting, even if it is the same title. To receive email alerts of future postings in this or other titles or job categories complete an online [Interest Card](#).

MINIMUM QUALIFICATIONS

Your application will not be accepted if you do not meet stated minimum requirements.

Training:

Graduation from a regionally accredited college or university with a major related to the area of assignment (Education).

Substitution:

Experience directly related to the area of assignment which must have included one year assisting in coordination, planning, and execution of cultural programs/events may be substituted for the required training on a year-for-year basis.

Experience:

Two years of full-time or equivalent part-time paid experience in coordination/planning of cultural programs or events.

You are not required to provide paper education verification documents at the time of application. You are required to provide these documents on request. All education and employment information provided in the application is subject to verification prior to offer of employment. Providing false or misleading statements in your application is grounds for permanent disqualification or termination, and may be subject to additional penalties under law. By submitting your application you authorize the State of West Virginia and its agents to investigate and otherwise require and obtain independent verification of all application statements. You must be prepared to verify any claimed college credit hours, course work, major field, license, certificate, or other post-secondary school record when requested.

SUPPLEMENTAL INFORMATION

Location: Kanawha County
Limited Time Posting

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.state.wv.us/admin/personnel/>

OR

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EXAM #9545C
CULTURAL PROGRAM COORDINATOR - EDUCATION
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