

Assistant Executive Director – Unemployment Insurance Division

This position is located in the Unemployment Insurance (UI) Division in Columbia, South Carolina. The incumbent will provide divisional leadership and direction for the implementation and administration of the UI program. Executes strategic management and objectives to ensure high performance, effective and efficient service quality, and compliance and conformity with state and federal laws and regulations and in accordance with USDOL guidelines. Responsible for extensive business operations, planning, and organizing for diverse programs. Communicates and builds relationships across multiple areas, departments, and divisions to effectively complete projects and other special initiatives. Formulates, develops, executes and promulgates relative policies, rules regulation, resolutions and standards.

Serves as a member of the agency executive leadership team and as the principal policy advisor regarding the UI program. This position serves at the will of the Executive Director and is exempt from the State Employee Grievance Procedure Act.

Minimum Requirements: A Bachelor's degree in business administration, economics, finance, public administration or a related degree and at least six years of experience managing an organization with a large number of employees with varied job descriptions.

Preferred Requirements: A Master's degree and knowledge of Unemployment Insurance law, benefits, policies, and procedures. Experience with UI tax or benefits work or in the monitoring of programs for compliance with statutes and/or other programs requirements.

\$92,777 - \$118,338 - \$143,899

If you meet the minimum requirements for this position and are interested in this opportunity, please email your updated resume and any other pertinent information to Recruitment@dew.sc.gov.