



JOB ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

PROGRAM COORDINATOR FOR ACADEMIC SERVICES

Full Time 12 Month Non-Classified Staff, Benefits eligible
Location: Moorefield, WV

Overview: Job responsibilities require the ability to communicate effectively and interact with both internal and external program stakeholders to build program support. The Program Coordinator carries out work activities independently; supervisor/manager is available to resolve problems. Problems faced in this position are varied, requiring analysis or interpretation of the situation. Decisions may affect a work unit or area within a department, and may contribute to business and operational decisions that affect the department. Specifically, this position provides support to the Dean of Teaching and Learning and Academic Services such as scheduling, data compilation and reporting services and serves as contact for the implementation of the Eastern BANNER system and end user support. This position recruits, trains and supervises part-time and temporary staff to support Academic Services

Responsibilities:

Plans, develops, coordinates, administers and executes development, execution and assessment for an administrative program.

Serve as a member of accreditation workgroups as assigned.

Manages, and maintains collaborations and partnerships with various institutional departments, and programs as well as resources outside of the institution such as professional organizations to help build and leverage expertise and resources.

Provides resources and expertise to internal and external stakeholders including but not limited to serving on campus committees, delivering activities, and serving as an advisor.

Researches, compiles, prepares, and composes analysis, data, reports and documents in support of the specialized focus area.

Recruits, trains and supervises a pool of Discovery Center advisors and the Evening Coordinator: coordinates scheduling, approves timesheets, and monitors work. Orders and tracks supplies for Discover Centers and faculty. Resolves equipment issues between academics and IT Dept.

Creates purchase orders, receiving reports, Request for Personnel Action, WV-48s and contracts for new hires/changes of employees within Academic Services. Distributes employment packets, collects needed documentation, prepares, tracks and collects faculty contracts and documentation for payroll and HR

Coordinates, compiles and reviews for accuracy academic textbook list for all academic courses and submits to bookstore for processing. Assists students with ordering books as needed. Assures that textbook copies are available to students as needed.

Prepares minutes and coordinates meetings as necessary for department, committee and assigned workgroups.

Course, catalog, faculty and reporting in the BANNER system. Enters OZ tickets for BANNER problems and assists in coordination and resolution between IT, academics and students related to BANNER including training for staff and end user support. Corrects errors in HEPC Error Report each semester regarding course, catalogue and faculty information. Facilitates data collection and dissemination between learner support, academics and other departments.

Reviews website for accuracy and makes appropriate contacts with college personnel for additions/corrections/deletions to support programs of the college.

Responds to student, faculty or staff requests for information and directs to appropriate service.

Distributes IDEA surveys to faculty, collects, and processes. Distributes IDEA reports to faculty, and Division Chairs.

Assists in the production of the College catalogue, semester schedules and Faculty handbook and other publications of Academic Services.

Schedules main campus classrooms, labs and Discover Centers for classes/activities/meetings/events at Eastern for staff, faculty, students and outside service providers and resolves scheduling conflicts. Enters information into database.

Coordinates make-up testing services between faculty and students, trains proctors as necessary and schedules testing for students.

Provides course cancellation updates for students, staff and faculty and locates support coverage as directed.

Coordinates academic class scheduling with Dean of Teaching and Learning, Division Chairs, and faculty. Sets up the college catalog, academic courses, faculty, building, and room schedules in BANNER and troubleshoots as necessary for an effective outcome.

Assist with faculty in service, training and advisory meetings.

Organizes and maintains an electronic file of all necessary academic records and forms, including Master Course Records, cause syllabi and faculty credentials.

Other duties as assigned.

Qualifications:

Education – Bachelor’s degree in relevant field.

- *Preferred Experience:* 2 years relevant professional level experience required.
- Some travel required throughout the College’s service district. Responsibilities require availability and willingness to work flexible schedule, including day, evenings and weekends (if required).
- Willingness and ability to work with varied levels of abilities and a diverse population.
- Effective communication skills, both written and verbal.
- Supervisory/managerial skills
- Time manage skills and ability to meet deadlines
- Strong problem solving and organizing skills
- Accuracy and attention to detail.
- Proficient computer skills including use of databases, Excel, Access, etc.

Resume review begins immediately

Search will remain open until the position is filled.

Please submit a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position, a current resume, and three (3) professional references (names, addresses, e-mail, and phone numbers) to:

Human Resources Office
Eastern West Virginia Community & Technical College
316 Eastern Drive
Moorefield, WV 26836
HR Director: Carlos Gutierrez <Carlos.Gutierrez@easternwv.edu>
EQUAL OPPORTUNITY EMPLOYER