



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.

Student Program Advisor – Revised 07/28/21

Position: Full Time 12 Month; Exempt Status; Pay Grade 4; Non-Classified; Benefits Eligible

Location: Onsite – Eastern Main Campus, Moorefield, WV

Salary Range: \$35,600 - \$38,000; commensurate on experience

Overview: The Student Program Advisor is responsible for providing academic advising, support and oversight of a broad range of student activities, academic programs and personal needs at the institution as well as the day-to-day administration of the West Virginia Invests Grant Program at Eastern. This position is responsible for the overall processes of direction, implementation, coordination and operation of Early Entrance, dual credit program and transfer students. This position reports to the Dean of Student Access and Success.

Responsibilities:

- Provide direct support to WV Invests applicants/students.
- Communicate and coordinate with staff and administrators from Student Access and Success services and provide assistance to WV Invests applicants/students.
- Verify applicant's/student's eligibility for WV Invests grant funding each term.
- Represent Eastern at college and state-wide meetings to comply with WV Invests guidelines.
- Implements educational programs and provides resources to and for student organizations.
- Develops or assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient and safe operation of the unit.
- Plans, designs, and provides workshops for students, such as information about the institution, or academic strategies and enrichment programs.
- Advises Early Entrance and other academic students.
- Provides assistance with admissions, registration, and financial aid processes and procedures.
- Acts as the liaison with schools and other higher education institutions.
- Instructs the College Success Course (ORT 100).
- Chairs the Student Success Committee (Retention).
- Acts as the Student Government Associate Advisor.
- Promotes and educates existing and new programs and/or policies.
- Oversees and directs the work activities of student workers assigned to the area.
- Develops and implements recruitment and retention activities.
- Monthly travel will be required throughout the service district to meet the needs of all students.
- Be able to work flexible hours, some evenings and occasional weekends.
- Serves at the will and pleasure of the President.
- Performs other job related duties as assigned.

Minimum Qualification Requirements

Education - Bachelor's degree in Education, Communications, or Social Work or in a related field

Experience – One to two years of experience in a counseling, educative or advisory position preferred. Experience in events and activities planning and execution preferred.



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Other Additional Requirements – Pleasant, courteous and professional customer service skills.
Demonstrates excellent written and oral communication skills. Demonstrates excellent organizational skills with ability to manage multiple tasks simultaneously.

Demonstrates ability to work independently as well as in a collaborative fashion. Working knowledge and experience using Microsoft Office software specifically proficient in the use of Outlook, Word, Excel, Access and PowerPoint.

Closing Date: Resume review begins immediately. Search will remain open until the position is filled.

IMPORTANT: 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, three (3) professional references (names, addresses, e-mail, and phone numbers) and a completed Eastern application found at <https://www.easternwv.edu/documents/about-eastern/employment-application> to:

Human Resources Office
Eastern West Virginia Community & Technical College
316 Eastern Drive
careers@easternwv.edu

EQUAL OPPORTUNITY EMPLOYER