



POSITION 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

Position: 12 Month Regular Full-time; Exempt Status; Benefits Eligible; Non-Supervisory

Classification: Non-Classified; Serves at the Will and Pleasure of the President

Location: Moorefield, WV Headquarters (Main Campus)

Scheduled Hours: 8:00 am – 4:00 pm; Monday – Friday; 37.5 hours/week

Department: Student Services

Reports to: Vice President of Academics and Student Services

Salary: Pay Grade 4; \$39,098 - \$44,000

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 all aspects of the Student Services Department at Eastern. This position's primary responsibility, but not limited to, is for the overall processes of direction, implementation, coordination and operation of Early Entrance, dual credit program and transfer students.

Responsibilities:

- Advises Early Entrance and other academic students.
- Assists with admissions, registration, and financial aid processes and procedures.
- Assessment and data entry of all in-coming college transcripts.
- Coordinates and implements student accommodations.
- Acts as the liaison with schools and other higher education institutions.
- Instructs the College Success Course (ORT 100).
- Develops, implements and assists with educational programs, policies, procedures and provides resources to and for student organizations; Acts as the Student Government Advisor.
- Chairs the Student Success Committee and the Commencement Committee; will serve on a variety of other committees
- Develops, implements, coordinates and promotes 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.
- Performs other job-related duties as assigned by the Vice President of Academics and Student Services.

Minimum Qualification Requirements

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

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

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.



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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: Position will remain open until filled.

IMPORTANT: You may access and submit Eastern's Online Employment Application at https://easternwv.formstack.com/forms/application_for_employment. On this online application, you can attach the following requirements or send them separately to the contact information below. All required documentation must be received by the Human Resources Office to be considered for an interview.

- A letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- List of three (3) professional references familiar with your skills and performance including names, addresses, e-mails, and phone numbers
- Copies of any college and/or technical transcripts

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

EQUAL OPPORTUNITY EMPLOYER

Eastern West Virginia Community and Technical College is an Equal Opportunity Institution and does not discriminate based on race, color, national origin, sex, pregnancy, disability, religion, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits.

For individuals with disabilities who are applying or considering applying to an open Eastern job opening and have an accommodation request, please contact Jaennae Snyder, Title IX/EEO/AA Coordinator at 304-434-8000 Ext9275 or jaennae.snyder@easternwv.edu.