



West Virginia University at Parkersburg Position Vacancy

## **Admissions Counselor**

Position #22-004

### **Summary:**

Plan and implement enrollment management and student services programs, on and off campus.

### **Duties:**

#### Recruiting and Admissions

- Represent WVUP and disseminate information to potential students, including serving as first contact to prospective and returning students and initiating correspondence with prospective students, parents, and community members.
- Answer questions regarding enrollment management policies and procedures, remaining current on admission requirements curriculum development, financial aid requirements and regulations concerning the release of student information.
- Coordinate, implement, and attend recruiting activities, and programs including but not limited to college days/fairs and high school visits.
- Maintain inventory of recruiting materials.
- Responsible for Trade Adjustment Act and Workforce Investment Act programs and contracts.

#### Academic Advising

- Serve as initial admissions advisor as assigned.
- Assist in the development and delivery of “best practices” workshops for faculty in the area of admissions advising.
- Refer to other offices as necessary.

#### Enrollment Services

- Serve as host for new students who do not have an appointment for enrollment services by determining admission status and assisting with the applications process using the approved checklist.
- Plan or participate in special programs and events including new student orientation, open houses and Convocation.
- Conduct outbound calling per approved checklist and analyses results as requested.

#### Other

- Maintain cross-training knowledge in order to provide for backup across the Student Services division.
- Represent WVUP on committees and task forces as assigned.
- Participate in conferences, workshops, and meetings at the regional and state level.
- Assist supervisor with public speaking assignments to promote WVUP.
- Maintain membership in state and national advising and admissions professional organizations.
- Other duties as assigned.

### **Education/Knowledge:**

Bachelor’s Degree in communications, counseling education, marketing or related field, or equivalent combination of education and/or experience.

### **Experience:**

6 months experience in an educational environment advising or counseling students (preferred).

**Skills:**

- Communication skills (written, oral and interpersonal)
- Ability to prioritize a varied workload.
- Ability to communicate with a diverse audience.
- Basic computer skills.

**Rate of Pay:**

Non-exempt, full-time, benefits eligible, 37.5 hours per week, pay grade 4, \$15.13 per hour.

**Posted:** 07/22/2021

**Deadline to Apply:** 08/05/2021

**To Apply:**

Submit an Employment Application Packet and an unofficial copy of your college transcripts (if applicable). A cover letter and résumé/CV may also be included. The Employment Application packet is available via the Employment Opportunities section at [www.wvup.edu](http://www.wvup.edu).

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact the Human Resources Office at (304) 424-8290 if you need assistance or reasonable accommodation with the application or hiring process.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. Inquiries regarding nondiscrimination policies may be directed to: Debbie Richards, Executive Director, Policy & Compliance, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.