

## **Academic Advisor**

Position #26-021

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and Vienna, WV. We are not a branch of West Virginia University. We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees.

### **Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through [www.peia.wv.gov](http://www.peia.wv.gov) and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employee's spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

### **To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.

### **Posted**

12/10/2025 with an application deadline of 12/29/2025.

### **Employment Status**

Non-Exempt/Classified/Hourly Staff, full-time regular, benefits eligible position.

### **Shift**

Variable. Standard hours 8:00 am – 4:00 pm. Full time is considered 37.50 hours a week.

### **Other Essential Job Requirements:**

- This is an on-site position.
- Regular, predictable, and reliable attendance and punctuality are expected to ensure performance of the essential function of the job, including scheduled meetings and shifts.
- This is a 37.5 hour per week position.
- May require working alternate hours or alternate locations upon request to support campus mission.

### **Primary Location**

Main Campus – 300 Campus Drive, Parkersburg WV 26104

### **Pay Grade**

04 (Salary is commensurate with education and experience)

### **Function/Summary**

This position will serve students by making recommendations for course selection, providing wrap-around referrals and supportive advice on academic success. They will form a partnership with assigned advisees to better support students through program completion. This position will also assist the Testing Center in administering the Praxis Test by serving as a proctor. This position will also work with students who need to test in an accommodation testing environment. They will schedule testing with students, collaborate with faculty to ensure the test is available, and manage the testing environment when in use.

### **Minimum Qualifications**

Education:

- Required: Bachelor's degree in communications, education, or related fields with combination of education.
- Preferred: Master's degree

Experience:

- Required: Two years working with college students.

Licensure: N/A

### **Knowledge, Skills & Abilities**

- Problem-solving
- Ability to meet deadlines
- Project management
- Effective communication (oral and written) and interpersonal skills
- Organizational
- Writing/Editing
- Team building

### **Duties/Responsibilities**

65%

- Delivers comprehensive advice and support for students to create academic pathways to success.
- Develops student educational plans in conjunction with advisees that assists students in attaining a degree in the shortest amount of time with the least loss of academic credits.
- Clarifies program requirements, policies, and procedures of the institution.
- Provides guidance about career goals and the specific steps necessary to acquire the academic and/or professional credentials to meet those goals.
- Identifies and implements strategies to assist students in overcoming barriers to success and encourages student retention and degree completion.
- Monitor student success using data and enter appropriate data for analysis.
- Reaches out to students that need support through intrusive (proactive) advising.
- Serves as Liaison between the Professional Advising Center (PAC) and Academic Division.

- Assists advisees with processing education documentation.
- Works with the early alert system to monitor and interact with at-risk students in danger of non-successful completion of courses or programs.
- Maintains up-to-date advising records.
- Serves on institutional committees and task forces as directed or required.
- Develops and delivers programs, activities, or services to assist students in successful completion of their programs, study habits, or career explorations.
- Assists in the delivery of orientation or other programs for new, transfer, and returning students.
- Processes, troubleshoots, coordinates, and maintains the admissions communications process including follow-up and documentation
- Works with a diverse population of people including but not limited to students, staff, and faculty.
- Engages in professional development relevant to position, with emphasis on student success.

15%

- Collaborates with the Testing Coordinator to administer the Praxis Test. Will serve as a Proctor for all test dates and back up Testing Administrator.
- Become a certified Test Administrator and Proctor for the Praxis Test

15%

- Collaborate with the Accessibilities Coordinator to administer tests in the Accessibilities Quiet Testing Area.
- Schedule tests with students, confirm test availability with faculty and ensure test security.
- Manage testing environment to ensure that the Accessibilities Quiet Testing Area is meeting the students' needs.
- Monitor individuals that are taking tests to ensure testing integrity

5%

- Other duties as assigned

WVU Parkersburg is an Equal Opportunity Institution and does not discriminate on the basis of race, sex, pregnancy, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities. Further, faculty, staff, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. WVU Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities. WVU Parkersburg provides a collegial and respectful environment that values the contribution of all faculty, staff, and students.