

Educational Outreach Counselor Success Epicenter

Position #22-044

Pay Grade

04, Non-exempt, WVU Parkersburg provides competitive wages for its employees and takes experience and related education into consideration when determining appropriate salary. Learn more about the salary structure at: <https://www.wvup.edu/wp-content/uploads/2021/09/Salary-Structure.pdf>

Benefits

WVU Parkersburg offers a comprehensive benefits package. Learn more about available benefits at: https://www.wvup.edu/wp-content/uploads/2022/01/Benefits-at-a-Glance_2022.pdf

To Apply

Submit an Employment Application packet and an unofficial copy of your college transcripts (if applicable). The Employment Application packet is available via www.wvup.edu/jobs. WVUP is an Equal Opportunity/Affirmative Action institution.

Function/Summary

This position will provide support to college retention strategies and oversee all first-year student programming and outreach. Primary responsibilities will be managing the early alert system and offering needed resources to students who are identified.

Minimum Qualifications

Education:

- Required: Bachelor's degree in communications, education, or a related field OR equivalent education and/or experience.
- Preferred: Master's degree

Experience:

- Required: n/a
- Preferred: 2 years working in an educational field

Knowledge, Skills & Abilities

- Excellent communication skills (written, verbal and interpersonal). Ability to work independently, as well as collaboratively.
- Ability to demonstrate skills, knowledge, and competence to establish positive internal and external working relationships while working with diverse populations.
- Writing/ Editing/Proofreading skills.
- Confidently use online data and monitoring programs.
- Listening and helping skills.
- Organizational skills with the ability to multitask and reprioritize as needed.

Duties/Responsibilities

Frequency: Duties:

90%

- Plan and present first-year student programming.
- Work with faculty and staff to coordinate a meaningful COLL101 course experience.
- Work in conjunction with the Ascend program, the library, advising, and the tutoring center to present programs to provide quality support for students.
- Responsible for overseeing and managing WVUPs early alert and outreach processes.
- Reach out to students identified in the early alert system and connect them with needed resources.

- Monitor midterm grades and absences within the first four weeks and develop other systems and processes to identify at-risk students.
- Document all interactions and efforts in which a student was served.
- Encourage students that have stopped out and identify students that are close to completing but no longer enrolled to return to complete their program.
- Identify and implement strategies to assist students in overcoming barriers to success and encourage student retention and degree completion.
- Assist in planning a yearly success summit to provide in service programs on student success for all faculty and staff.

10%

- Cooperate with other departments and serve on committees as assigned.
- Work with diverse population of people including but not limited to students, staff, and faculty.
- Represent the college at community events and provide student and community members with information regarding college and community services.
- Engage in professional development relevant to position, with emphasis on student success.

Posted

06/27/2022 and will remain active until filled with preference given to applications that are received by 07/12/2022.