

## STUDENT SUPPORT SERVICES PROFESSIONAL TUTOR (ACADEMIC SPECIALIST)

The Student Support Services (SSS) Program at West Virginia State University (WVSU) is a federally funded TRIO Program designed to assist WVSU students who are first generation and/or meet the income guidelines to successfully complete all WVSU graduation requirements. The SSS Program at WVSU provides academic support, academic monitoring, graduate school preparation, cultural enrichment, financial literacy, financial aid assistance, grant aid and scholarships to 250 program participants.

### Qualifications/Experience Required

- A bachelor's degree from an accredited institution or other related fields with relevant work experience.
- Experience working with the target population of the SSS grant.
- Strong oral and written communication skills with a high level of competency related to the various technologies (i.e., Outlook, Word, Excel, PowerPoint, etc.) utilized in an academic setting.
- Employment contingent upon the completion of a background check.

### Duties and Responsibilities include but are not limited to:

- Provide academic tutoring to program participants.
- Provide personal and career advising to program participants.
- Meet with professors of program participants experiencing academic difficulties.
- Monitor the academic progress of program participants.
- Assist in implementation of pre-freshmen programs.
- Assist program participants with the completion of the FAFSA.
- Assist in the preparation of all required reports.
- Maintain records for assigned program participants in a database.
- All other duties as assigned by the SSS Program Coordinator and Director.

**Closing Date:** The position will remain open until filled, but applications received by September 23, 2015, will receive full consideration.

**Salary:** Pay grade 15: \$22,692.60 /classified/Non-exempt / 9 month position

**How to Apply:** Send cover letter, résumé, and contact information (i.e., name, address, phone and email) for three professional references to the following address:

West Virginia State University  
Student Support Services Academic Specialist Search  
Department of Human Resources – 105 Cole Complex  
PO Box 1000  
Institute, WV 25112-1000  
hr@wvstateu.edu

**West Virginia State University is an Equal Employment Opportunity/Affirmative Action Institution and does not discriminate against any person because of race, sex, color, religion, national origin or disabilities.**