

STUDENT SUPPORT SERVICES PROGRAM COORDINATOR

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.
- Experience working with the target population of the SSS grant.
- Experience coordinating educational workshops and activities that promote retention and graduation.
- 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.
- Ability to work with external and internal constituents.
- Employment contingent upon the completion of a background check.

Duties and Responsibilities include but are not limited to:

- Coordinate and conduct workshops on college survival, study skills, career planning, financial literacy and admission to graduate and professional schools.
- Provide personal and career advising to program participants.
- Coordinate the monitoring of the academic progress of all program participants.
- Maintain a caseload of program participants and provide each participant with services and activities.
- Coordinate cultural and social activities for program participants during the academic year.
- Recruit program participants through presentations and other mediums.
- Provide academic tutoring to program participants.
- Maintain files and other information needed for reporting purposes as required by the U.S. Department of Education.
- Occasional evening, weekend and overnight travel.
- All other duties as assigned by the SSS Program 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: \$27,015/classified/Non-exempt

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 Program Coordinator Search
Department of Human Resources – 105 Cole Complex
PO Box 1000
Institute, WV 25112-1000
hr@wvstateu.edu

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