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**Position Rank/Title**

**Location of Position**

**West Virginia State University:**

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men’s sports and six women’s sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

**Position Description**

*Provide a short description of what the position does. Be sure to include Designation Status (non-classified or at-will), essential or non-essential, FLSA Status (exempt of non-exempt), full-time or part-time, and if the position is benefits eligible or not.*

*Example: West Virginia State University is looking for a quality-oriented candidate for the position of Assistant Director for the Physical Plant.  This is a non-classified, essential, FLSA exempt, full-time, benefits eligible position. This position assists the Director of Physical Plant with the institutional facilities management.*

**Responsibilities for the <Position Title>**

*List the responsibilities of the position. HR will review the responsibilities to make sure that they are consistent with the master specifications of HEPC.*

**Requirements for the <Position Title>**

*List any minimum qualifications, preferred qualifications, and/or any knowledge, skills and abilities (KSA’s) that the position requires. HR will review the requirements to make sure that they are consistent with the master specifications of HEPC.*

**Salary Statement** (Optional)

*Enter range, or salary statement such as “Salary will be commensurate with experience”. If a specific range is publicly advertised, the appointee cannot be offered a salary outside that range.*

**(REQUIRED STATEMENTS)**

**To Apply:**

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by xxxxxx. All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University

Department of Human Resources

P. O. Box 1000, 105 Cole Complex

Institute, WV 25112

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or** [**ada@wvstateu.edu**](mailto:ada@wvstateu.edu)**.**