



WEST VIRGINIA STATE UNIVERSITY

Educational Outreach Counselor Upward Bound Program – WVSU

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

Upward Bound is a federally-funded program that helps high-school students gain academic skills and motivation to continue their education beyond high school. The Educational Counselor assists in developing, organizing, and implementing social, educational, and service-learning, programs/activities for program participants.

This is a non-classified, non-essential, FLSA overtime exempt, full-time, benefits eligible position

Responsibilities for the Educational Outreach Counselor

- Coordinates and/or conducts participants' assessments to determine academic, social, personal, and career needs for academic and other support services.
- Develops individualized service/support plans for participants based on their needs and the services outlined in the funded grant.
- Provides academic, social, career and financial advisement to program participants.
- Assists participants with setting goals, developing good study techniques, testing strategies, career exploration, high school course selection, researching and selecting appropriate postsecondary schools, completing college admission forms, and preparing for college entrance exams.

- Monitors participants' academic progress weekly utilizing data obtained from the schools.
- Conducts workshops/classes (i.e. in areas of time management, study skills, self-empowerment, career exploration, college applications and financial aid processes, etc.).
- Disseminates information to participants and parents about financial literacy, financial aid and scholarships.
- Maintains accurate records concerning student services, activities and contacts using computerized databases and for student folders.
- Prepares and submits time and effort, accountability and service reports monthly.
- Obtains necessary data annually (transcripts, standardized test scores, etc.) for verification of student performance for reporting to the U.S. Department of Education.
- Assists in coordinating educational/cultural field trips.
- Provides instruction and supervision to participants during program activities, tutoring, classes and trips.
- Conducts Upward Bound informational presentations at participating schools and community agencies to recruit students for the program.
- Coordinates recruitment activities, plans and conducts middle and high school recruitment visits, processes applications, schedules and interviews students, etc.
- Maintains a professional relationship with target high school personnel and parent/guardians of program participants.
- Assists in the application and selection process for Bridge Scholars.
- Participates in staff development and in-service meetings.
- Performs other duties as assigned.

Requirements for the Educational Outreach Counselor

- Bachelor's degree in social work, psychology, education, or a related field
- Experience working with students from disadvantaged and/or low-income backgrounds
- Excellent interpersonal skills; as well as oral and written communication skills
- Extensive knowledge of post-secondary programs and financial aid
- Proficient in utilizing Google Suites, Word, Publisher, and social media platforms

This position requires some evening, weekend, and occasional overnight travel

Salary Statement

Salary will be commensurate with experience

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 March 28, 2024. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
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.