



WEST VIRGINIA STATE UNIVERSITY

Educational Outreach Counselor Upward Bound

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five 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

This position is a federally-funded TRIO program which offers comprehensive, personalized services to eligible high school students which assist them in overcoming social, academic, and cultural barriers to higher education.

The Educational Outreach Counselor (EOC) is responsible for providing academic support services to program participants weekly throughout the fall component and daily during the residential summer component. This is a non-classified, non-essential, FLSA overtime exempt, full-time, benefits eligible position.

Responsibilities for the Educational Outreach Counselor

- **Provide Advising, Academic Instruction and Supervision:** Maintain a specified caseload of students and provide advising, workshops, cultural enrichment activities, and direct supervision
- **Record-keeping and Reports:** Maintain records of program activities and student eligibility and performance
- **Recruitment:** Recruit eligible participants into the program through school presentations and community engagements
- **Instruction:** Plan and implement interactive workshops throughout the year; facilitate and implement after-school, weekend and other instructional/tutoring sessions including standardized test preparation

- **College Visitation Trips:** Assist in planning in-state and out-of-state, overnight multi-day trips to visit colleges/universities and expose students to cultural, educational, and career opportunities
- **Training and Development:** Participate in and contribute to professional development activities of the staff, including appropriate conference and training opportunities
- **Resource Development:** Develop and maintain a network of academic and career resources for the benefit of the program and participants. Connect students with appropriate resources based on their needs
- **Other:** Other duties as assigned by the program Director

Requirements for the Educational Outreach Counselor

- A bachelor's degree from an accredited institution.
- Two years of professional work experience; and at least one year of previous experience working with individuals from disadvantaged backgrounds.
- Proficient knowledge of college entry (FAFSA, scholarship essay writing, and degree planning), the ability to manage details and effectively assist with planning program events, a passion for educational outreach and working with youth, and exceptional customer service skills. Adept in the use of technology including Google application suite, and the use of social media.
- Excellent written and oral presentation skills, the ability to work independently in a results-oriented environment.
- This position requires evening, weekend and occasional overnight travel.
- A valid driver's license is required.

Salary Statement

This position is a pay-grade 4. The annual salary range for a pay-grade 4 position is \$29,500.00 - \$47,300.00.

To Apply

To be considered for this position, please submit your resume, cover letter, copy of your academic transcripts, and the names and email address or phone numbers of three professional references. Applications will be reviewed upon receipt. This position will be open until filled. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: hr@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.

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. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Justin Cherry at 304.766.3156 or Justin.Cherry@wvstateu.edu.