



# WEST VIRGINIA STATE UNIVERSITY

## **Tutor / Academic Specialist Student Support Services – 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**

West Virginia State University is seeking a diligent and motivated candidate for the position of Academic Specialist. The incumbent provides academic support, and academic counseling as well as develops and implements workshops designed to facilitate the academic growth and personal development for WVSU TRIO students. This is a non-classified, non-essential, FLSA non-exempt, full-time, benefits eligible position.

### **Responsibilities for the Tutor/Academic Specialist**

- Support participants by providing tutoring in mathematics and STEM related subjects, which includes helping build confidence, develop a study plan, take notes effectively, understand course material, etc.
- Crafts effective tutoring plans to address tutee's weaknesses and strengths; motivates students and provides them with confidence to feel successful.
- Monitors the academic progress of program participants monthly.
- Provides academic counseling, and support to assigned program participants.
- Facilitates learning by disseminating helpful resources for participants in relevant subject areas.
- Collects data relevant for reporting participant use of tutoring; and generates reports used to assist in the evaluation of student outcome assessment.

- Works closely with the Director to deliver skill-building programs for new participants and those at-risk for academic probation or suspension, including Pell-eligible advisees.
- Collaborates with faculty and/or staff to develop tutorial support and programming that promotes successful outcomes for the program participants in their courses.
- Supervises program participants on cultural enrichment activities, trips and events.
- Assists with program planning and attends program activities, trips and events.
- Markets tutoring services to students and faculty.
- Assists with implementation of TRIO SSS pre-freshman program.
- Maintains records for assigned program participants in the TRIO program database.
- Monitors the TRIO SSS Computer Labs and assists participants as needed.
- Other duties as assigned, including professional development, reporting, and staff meetings that relate to job duties.

### **Requirements for the Tutor/Academic Specialist**

- Bachelor's Degree in Education or related field required.
- One year of experience teaching or tutoring in a post-baccalaureate, secondary or postsecondary setting.
- Experience utilizing Microsoft Office Products or G Suites (Excel, Word, PowerPoint and Outlook) to generate reports, create documents and/or manage schedules.
- Available to work evenings and weekend hours as needed.
- Master's degree as well as strong math and science skills are preferred.

### **Salary Statement**

Salary 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](mailto: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](mailto:ada@wvstateu.edu).**