



WEST VIRGINIA STATE
UNIVERSITY



**Program Coordinator
Academic Educational Outreach**

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 seven 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

The Program Coordinator oversees administrative functions, activities within the Office of Academic Educational Outreach, and coordinates with our K-12 Partners for school visits, recruitment, and enrollment.

Responsibilities for the Program Coordinator

- Manage the day to day operations of the office by coordinating the work flow and by providing a broad spectrum of administrative support services and assistance to the Director.
- Provide support for enrollment activities for high school early enrollment students.
- Provide training for work-study students and/or student workers.
- Maintain, update, and distribute early enrollment resource materials to college and high school personnel.
- Assist in maintaining Memorandum of Understandings (MOUs).
- Assist in maintaining Professional Development MOUs and activities
- Assist in maintaining accuracy of course schedules and enrollment of students.
- Utilize Banner to input all early enrollment and professional development course schedules as well as register early enrollment students and professional development students for courses.
- Visit school partners to ensure success of the program, courses, and students.

- Assist the Director with research and data required for accreditation and annual reports.
- Provide assistance and information regarding academic outreach programs to students, parents, counselors, administrators, and faculty members.
- Assist in planning and executing special events and activities.
- Assist with onboarding new counties into the program.
- Coordinate faculty liaison site visits to partnering high schools for the early enrollment program.
- Perform other duties as assigned relative to outreach programs.

Requirements for the Program Coordinator

- A Bachelor's degree in Education, Business Administration, Counseling, Social Work, or related field is required.
- 1 - 3 years of related work experience in student services, advising, outreach, recruitment, school related activities, or related experience is required.
- Previous experience in K-12 public education system or higher education is preferred.
- Ability to maintain detailed records and historical data.
- Ability to organize meetings, lead workshops, and facilitate group discussions.
- Ability to handle confidential information and complete multiple tasks in a fast paced environment.
- Excellent written and oral communication skills, as well as interpersonal skills.
- Knowledge of Ellucian Banner system.
- Knowledge of CRM systems is preferred, but not required.
- Knowledge of Microsoft Office, especially Word and Excel.
- Knowledge of Google Suite, especially Google Meets and Shared Drive.
- Knowledge of current higher education trends and K-12 public school system trends.
- Must be self-motivated and detail-oriented.
- Must have excellent customer service and a student-first and people-first attitude.
- Must be able to work flexible work hours.
- Must be able to travel to high schools that the program services. A valid driver's license is required.

Salary

commensurate with experience.

To Apply

Please submit a cover letter, current vita, and copies of academic transcripts (originals required upon acceptance of job offer), and the names and email addresses or phone numbers of three professional references. This posting will remain open until filled. However, first consideration will be given to candidates who apply by **September 6, 2024**.

For additional information regarding this position, please contact Brandy Conrad, Director of Academic Educational Outreach. Phone: (304) 766-3145; Email: brandy.conrad@wvstateu.edu

Please submit application materials via email, mail or in person to: 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.