



WEST VIRGINIA STATE UNIVERSITY

Program (facilities) Coordinator Student Union

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 Office of Student Life and Engagement is looking for a detailed-oriented candidate for the position of Wilson Student Union Facility Coordinator. This is a non-classified, non-essential, FLSA exempt, full-time, benefits eligible position. This position assists the Office of Student Life & Engagement with the planning and execution of student activities and facilities management of the University Union.

The position requires a professional with experience in managing high traffic and multi-purpose facilities, event planning and scheduling. The candidate should demonstrate a commitment to working occasional evenings and weekends, and overseeing events sponsored by various WVSU and non-WVSU clients.

Responsibilities for the Program Coordinator

The Wilson Student Union Facility Program Coordinator is responsible for overseeing the following areas:

- plan, develop and coordinate event reservations
- manage activities by various WVSU and non-WVSU groups
- oversee the Jacket Activities Board (student employment)
- oversee the Student Government Association (SGA).

- This also includes, but is not limited to the following: budget management; coordination of available rental space; consultation on event setup and services (audio visual, catering, etc.); execution of contracts and billing/collection for personnel and services; hire, train, and supervise the student employment of the Jackets Activities Board
- serves as advisor to the SGA by providing guidance and leadership.
- The Wilson Student Union Facility Coordinator also monitors patron behavior to ensure compliance with university regulations and is accountable for operations in various areas of the facility.
- This position requires an individual who is committed to planning and scheduling the overall operation of evening and weekend procedures.
- The Wilson Student Union Facility Coordinator should possess the ability and skills set to help build an inclusive campus culture that supports a safe and respectful academic and living environment.
- The Wilson Student Union Facility Coordinator is also responsible for the web presence as well as designated bulletin board advertising space located on campus.
- Other duties as assigned.

Requirements for the Program Coordinator

This position requires a bachelor's degree and two to three years of proven experience.

Professional candidates should possess strong oral and written communications skills.

Proficiency of Microsoft Word – Excel – Access required.

Candidates with experience with Adobe Photoshop, BANNER and Event Management Systems (EMS) are preferred.

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 July 14, 2025. 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 employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability.

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