



WEST VIRGINIA STATE UNIVERSITY

Academic Advisor Office of Student Success/Drain-Jordan Library

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, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 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 200,000 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 Academic Advisor provides comprehensive academic advising, registration, and student success support to undergraduate students at West Virginia State University. The Academic Advisor fosters student success by building positive and professional relationships, implementing proactive advising strategies, and teaching First-Year Experience (G ED 101) courses designed to support students' successful transition to college. The advisor assists students in developing academic plans, selecting appropriate coursework, connecting with campus resources, and achieving their educational and career goals. Advisors utilize an appreciative advising and case-management approach while collaborating with faculty and staff to improve student retention, persistence, and academic achievement.

Responsibilities for the Academic Advisor

Essential Functions

1. Provide academic advising and registration services for new, transfer, and continuing students.
2. Assist students in assessing academic readiness, interpreting placement scores, degree requirements, and academic policies.
3. Develop academic plans that support timely degree completion.
4. Monitor student progress and conduct proactive outreach to students experiencing academic difficulty.

5. Refer students to appropriate campus resources including tutoring, career services, counseling, accessibility services, and financial support resources.
6. Maintain accurate advising records and protect student confidentiality in accordance with FERPA.
7. Teach one or more sections of the University's First-Year Experience (G ED 101) course each semester.
8. Develop course materials, assess student learning, maintain grades, and comply with all university instructional policies.
9. Participate in student success initiatives, orientation, retention programming, and cross-campus committees.
10. Work collaboratively with faculty, staff, and administrators to support student persistence and success.

Requirements for the Academic Advisor

Master's degree from an accredited institution in any discipline required.

- Minimum of two (2) years of experience in academic advising, student success, higher education, teaching, or a related field.
- Ability to meet university qualifications to teach undergraduate First-Year Experience (G ED 101) courses.
- Experience interpreting transcripts, degree audits, placement scores, and curriculum requirements.
- Demonstrated ability to work effectively with diverse student populations.
- Excellent written, verbal, interpersonal, and organizational skills.

Preferred Qualifications

- Four (4) or more years of academic advising or student success experience.
- Previous experience teaching college-level courses, particularly First-Year Experience or college success courses.
- Experience using Banner, Degree Works, Navigate, Starfish, or similar student success technologies.
- Experience developing student success programming, workshops, or retention initiatives.

Additional Competencies

- Demonstrated ability to effectively teach and engage first-year college students.
- Knowledge of instructional best practices and learning management systems.
- Ability to assess student learning outcomes and maintain academic records.
- Strong collaboration, communication, and problem-solving skills.

Salary Statement

Salary will be commensurate with experience

Benefits of Full-Time Employment

West Virginia State University offers a comprehensive benefits package designed to support the health, financial security, and work-life balance of its employees. Benefits include employer-sponsored health insurance through PEIA with prescription coverage, access to wellness programs, and the option to enroll in dental, vision, hearing, and other supplemental insurance plans. Employees may also participate in health savings accounts and flexible spending accounts.

The university provides employer-paid basic life insurance and offers optional additional coverage. Retirement benefits are provided through the TIAA retirement plan with a 6% employer match for employees contributing 6% of their salary.

Full-time employees accrue two days of annual leave and one and a half days of sick leave per month, along with eligibility for family medical leave, military leave, workers' compensation, and unemployment coverage. Additional benefits include educational assistance opportunities, access to the university's Employee Assistance Program, and other university amenities.

To Apply:

First consideration will be given to applicants who submit a resume, cover letter, copies academic transcripts, and the names and email addresses or phone numbers of three professional references by September 11, 2026. The position will remain open until filled. **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 committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or ada@wvstateu.edu