



WEST VIRGINIA STATE UNIVERSITY

Admissions Counselor Institute, West Virginia

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 successful applicant reports to the Director of Admissions. The Admissions Counselor is responsible for supporting and managing all phases of recruitment, admissions, and enrollment functions within an assigned territory. The person employed in this position will: have excellent communication and organizational skills; have the ability to work independently; will be willing to travel in and outside of West Virginia; be knowledgeable of, and proficient with common PC software applications (e.g., Word, Excel, PowerPoint, etc.) and other computer software and related computer and Internet technologies; be able to apply state regulations and institutional policies related admissions; be able to regularly exercise professional judgment while ensuring confidentiality.

Responsibilities for the Admissions Counselor

- Engage with prospective and admitted students through both written and oral communication forms.
- Provide guidance to students regarding application processes and eligibility requirements.
- Contribute to the development, maintenance and execution of the communication flow plan to prospective and admitted students.
- Effectively organize and manage multiple projects simultaneously and produce the desired results.

- Review student documentation, such as immunization records, transcripts, applications, etc., for accuracy prior to processing.
- Scan and process incoming student documentation via Banner Document Management System.
- Establish and maintain active relationships with high school guidance counselors, community college coordinators, and community leaders to effectively promote West Virginia State University.
- Provide small and large group presentations to prospective students, families, high school guidance counselors, and others who visit campus.
- Coordinate and execute personal visits to high schools, community and technical colleges, and vocational schools to generate prospective student interest.
- Attend and represent the University at state, regional, and national college fairs. Travel will encompass independent and team travel, evening and weekend hours, and flying and driving long distances that require overnight stays.
- Attend and represent the University at local community events, fairs, and festivals.
- Attend all admissions related events on campus, such as Open House, State Start, New Student Move-In Days, Campus Tours, etc.
- Responsible for assisting with department social media platforms.
- Perform other related duties as required

Requirements for the Admissions Counselor

- Bachelor's degree required.
- Excellent interpersonal and communication skills, a demonstrated ability to work with a diverse client population, and commitment to continuous quality improvement and customer services.
- Proficiency in working with customer relations management systems and student information system databases (e.g. Ellucian Products) preferred.
- Ability to work a non-traditional work schedule.
- Ability to travel overnight and on weekends.

Salary Statement

Salary will be commensurate to 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, academic transcripts, and the names and email addresses or phone numbers of three professional references by October 30, 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