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, 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 Program Coordinator provides comprehensive administrative, operational, and programmatic support to the Office of Academic Educational Outreach, with primary responsibilities focused on the coordination and daily operations of the Early Enrollment program and other academic outreach initiatives. Duties include student application processing, data entry, records management, communication, conducting school visits, and coordinating directly with K–12 partners, students, families, faculty, and university departments to ensure accurate information, timely processes, and responsive support. The position works closely with the Senior Director of Academic Educational Outreach to maintain efficient operations, support program growth, strengthen school partnerships, and ensure the successful delivery of outreach initiatives.

Responsibilities for the Program

- 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 Senior 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.
- Enter, update, and maintain student information in university systems, including Banner and other applicable databases.
- Assist in maintaining Professional Development and related activities
- Assist in maintaining accuracy of 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.

Posting date: 11/20/2026

- Maintain accurate rosters, records, school assignments, contact information, and academic program documentation.
- Perform data entry, verification, and records oversight to ensure accuracy across university systems.
- Track applications, documentation, and other outstanding item.
- Communicate with appropriate school personnel, students, and parents to troubleshoot issues or answer questions.
- Visit school partners to ensure success of the program, courses, and students.
- Assist the Senior 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.
- Assist with coordinating school visits, recruitment activities, student orientations, and other outreach opportunities.
- Represent the Office of Academic Educational Outreach at school visits, university events, and other outreach activities as needed.
- Assist with preparing and distributing student, parent, and school communications, including deadlines, instructions, announcements, and program updates.
- Perform other duties as assigned relative to outreach programs.

Requirements for the Program Coordinator

- A Bachelor's degree in Education, Counseling, Social Work, or a related field is required. Master's Preferred.
- 2–3 years of related work experience in administrative support, student services, advising, outreach, recruitment, K–12 education, higher education, or a related field is required.
- Previous experience in the K–12 public education system or higher education is preferred.
- Demonstrated ability to perform accurate data entry, maintain detailed records, and manage multiple databases and spreadsheets.
- Experience with student information systems, enrollment processing, or admissions/CRM systems is preferred.
- Knowledge of Ellucian Banner is preferred.
- Knowledge of Microsoft Office, particularly Word and Excel, is required.
- Knowledge of Google Workspace, including Google Meet and Shared Drives, is preferred.
- Strong organizational skills and the ability to manage multiple projects, deadlines, and competing priorities.
- Excellent written and oral communication skills and the ability to interact professionally with students, parents, faculty, administrators, and external partners.
- Ability to handle confidential student information and maintain accurate records.
- Strong customer service skills and a student-first, people-first approach.
- Ability to work independently while also contributing effectively as part of a team.
- Must be self-motivated, detail-oriented, dependable, and able to work in a fast-paced environment.
- Must be able to work flexible hours as required for program activities and events.
- Must be able to travel to participating high schools and partner locations. A valid driver's license is required.

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, academic transcripts, and the names and email addresses or phone numbers of three professional references by December 11th. 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

Posting date: 11/20/2026