



Academic Advisor
Center for Student Services
Position # 25-014

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch campus in Ripley, WV. (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate's and bachelor's degrees.

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

Pay Grade

04

Benefits

1. Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
2. Free \$10,000 life insurance policy
3. Your choice of 7 different Health Insurance plans
4. Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
5. Annual and Sick leave
6. Minimum 12 paid holidays per year
7. WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

1. Submit an Employment Application packet available at www.wvup.edu/jobs
2. If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
3. WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Function/Summary

The Academic Advisor provides academic advising, retention, and career service referrals to students, and provides assistance and referrals to other college support and resource services.

Minimum Qualifications

Education:

- Bachelor's degree in communications, education, or related fields with combination of education.
- Masters (Preferred)

Experience:

- Two years in client support related activities.
- Experience advising and/or mentoring college students (Preferred)

Licensure:

- Academic advising certifications (Preferred)

Special Requirements

May sometimes work alternate hours to support student needs.

Knowledge, Skills & Abilities

- Knowledge and familiarity with higher education software
- Excellent verbal, written, and interpersonal communication skills
- Ability to maintain a welcoming environment and possess good customer service skills.
- Demonstrated multi-tasking ability
- Speed and accuracy in all duties and responsibilities
- Highly autonomous
- Listening and helping skills
- Ability to work with others

Duties/Responsibilities

Frequency:	Duties:
80%	<p>Student Advising</p> <ul style="list-style-type: none"> • Delivers comprehensive advisement support to new, transfer, returning, and continuing students to create academic pathways to success. • Develops student educational plans in conjunction with advisees that assists students in attaining a degree in the shortest amount of time with the least loss of academic credits. • Clarifies program requirements, policies, and procedures of the institution. • Provides guidance about career goals and the specific steps necessary to acquire the academic and/or professional credentials to meet those goals. Refers to Career Services as necessary. • Identifies and implements strategies to assist students in overcoming barriers to success and encourages student retention and degree completion • Monitors student success using data and enter appropriate data for analysis • Reaches out to students that need support through intrusive (proactive) advising • Assists advisees to obtain appropriate institutional resources to ensure successful momentum toward goals. Serves as advocate as necessary. • Serves as Liaison between the Professional Advising Center (PAC) and specific academic divisions. Ensure continuous dialogue between the PAC and divisions regarding changing academic requirements, prerequisites, graduation, and other requirements. • Serves as liaison and communication channel between advisees and the departments of the institution. • Assists advisees with processing education documentation. • Works with the early alert system to monitor and interact with at-risk students in danger of non-successful completion of courses or programs. Notifies students in writing of issues such as D/F grades, probation, suspension, etc. • Maintains up-to-date advising records.
15%	<p>Related Duties</p> <ul style="list-style-type: none"> • Serves on institutional committees and task forces as directed or required. • Develops and deliver programs, activities, or services to assist students in successful completion of their programs, study habits, or career explorations. • Assists in the delivery of orientation or other programs for new, transfer, and returning students.

	<ul style="list-style-type: none">• Processes, troubleshoots, coordinates, and maintains the admissions communications process including follow-up and documentation• Works with a diverse population of people including but not limited to, students, staff, and faculty.• Engages in professional development relevant to position, with emphasis on student success.
5%	General <ul style="list-style-type: none">• Other duties as assigned.

Posted

10/15/2024 with an application deadline of 10/29/2024.