



Accreditation Program Specialist Professional Studies Division

Position #25-021

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch 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 and bachelor's degrees.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- 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

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

Posted

12/09/2024 with an application deadline of 12/23/2024.

Employment Status

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position.

Shift

Monday-Friday, 8:00 am – 4:00 pm. Full time is considered 37.50 hours a week.

Pay Grade

05 (Salary is commensurate with education and experience)

Function/Summary

The Program Specialist for Professional Studies provides primary support to the Professional Studies division by working with students, faculty, and administrators to assure the integrity and accreditation of the program is maintained.

Minimum Qualifications

Education:

- Bachelor's degree preferred

Experience:

- One year working with database.

Knowledge, Skills & Abilities

- Computer skills with an emphasis on database programs
- Excellent communication skills (written, verbal and interpersonal).
- Ability to work independently, as well as collaboratively, and take initiative in one’s work
- Organizational skills with the ability to reprioritize as needed
- Ability to multi-task and work cooperatively with others.

Duties/Responsibilities

Frequency:	Duties:
55%	<p>PROGRAM SUPPORT</p> <ul style="list-style-type: none"> • Maintains, compiles and aggregates program assessment data for program review, annual reports, and to assure continued national accreditation. • Works with faculty to review/update the college catalog for publication each academic year. • Review application packets for students entering Professional Studies programs. • Collects and enters all required documentation for course work scheduling into Banner. • Assists with recruitment both on and off campus • Processes all necessary documentation for skill sets, certificates, and degree completion. • Communicates with and supports adjunct faculty, • Provides clerical assistance to the Dean of Professional Studies, and faculty of the Professional Studies Division. • Process applications for residency permits. • Create and submit spreadsheets that include details to determine admission eligibility for Admission Panel signatures; then notify the Admissions Office, in writing, of Admission Panel decision as appropriate. • Attends and takes minutes for program specific meetings
30%	<p>STUDENT SUPPORT</p> <ul style="list-style-type: none"> • Reviews application packets for students entering Professional Studies programs and assures all required information has been provided. • Performs transcript evaluation for students interested in entering Professional Studies programs and provides written notification of results with copy of academic map. • Creates and submits spreadsheets that include details to determine admission eligibility; then notifies the Admissions Office, in writing, of Admissions decision as appropriate. • Advises students and assists with scheduling in the areas of Professional Studies • Develops/maintains Program Audit Sheets for all areas of Professional Studies • Serve as ex-officio member on the Teacher Education Review Panel and Education Personnel Advisory Committee. • Complete and process all necessary information and recommendations on forms for Renewal of First-Class Permits, Renewal of Professional Teaching Certificate, Additional Endorsements, and other permit applications as needed.
10 %	<p>OFFICE ADMINISTRATION</p> <ul style="list-style-type: none"> • Assist with answers phone, greets students and division visitors. • Maintains division publications and handbooks, • Creates and oversees departmental files, databases and reports.
5%	<p>GENERAL Performs other duties as assigned</p>



West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. West Virginia University at Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities.