



Student Success Advisor

Nursing and Health Sciences Division

Position # 25-037

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and soon to be Vienna, 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

01/23/2025 with an application deadline of 02/06/2025.

Employment Status

Non-Exempt/Classified/Hourly Staff, Grant-funded, temporary, benefits eligible position.

Shift

Mon-Fri, 8am-4pm. Full time is considered 37.50 hours a week.

Pay Grade

04 (Salary is commensurate with education and experience)

Function/Summary

The Student Success Coach Nursing and Health Sciences advises and coaches the students concerning their academic plans and progress, success strategies, scholarship opportunities, and participates in the Early Alert System. Supports, guides, and empowers students to build the formation for continued success and development of skills necessary to be advocates for themselves. Responsible for data collection for ASCEND students and other relevant grants.

Minimum Qualifications

Education:

- Bachelor’s degree preferred in counseling, or an academic field directly related to the Advisor’s specific responsibilities, or equivalent combination education and experience.

Experience:

- 6 months progressively responsible experience in advising or related academic functions within higher education

Licensure:

- N/A

Knowledge, Skills & Abilities

- Proficient computer skills
- Excellent interpersonal communications skills.
- Ability to effectively work with and provide information, assistance and related services to students, faculty, and staff.
- Ability to handle varied and often complex problems requiring analysis and interpretation of the situation.
- Ability to prioritize a varied workload
- Ability to communicate with a diverse audience.
- Ability to manage confidential and sensitive material.
- Ability to maintain and welcoming environment.
- Ability to multi-task and work cooperatively with others.

Duties/Responsibilities

Frequency:	Duties:
45%	<p>Data Collection & Management</p> <ul style="list-style-type: none"> • Responsible for recruitment and determining eligibility for new participants to receive funds and ASCEND services for admission. • Responsible for documenting and maintaining accurate data entry for ASCEND services provided to all participants in the AGS Prime system.
50%	<p>Student Success</p> <ul style="list-style-type: none"> • Responsible for providing nursing students in identifying needs for time management skills, stress management, study skills, learning styles, and test-anxiety. • Provides high quality coaching services to current students including conducting individual student interviews, group meetings, and student success workshops, while collaborating with nursing faculty to identify at-risk students. • Educate students about course planning and registration processes, refer to available on-campus and off-campus resources to assist students in achieving personal, educational and career goals.
5%	<ul style="list-style-type: none"> • Provides support for the operations of the Nursing and Health Sciences department. <p>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.