



## **Campus Counselor & Accessibility Services Specialist Center for Student Support Services**

Position # 25-041

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. This position may require work at our Main Campus in Parkersburg, WV, or at one of our branch locations in Vienna, WV, or Ripley, WV.

### **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](http://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](http://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**

02/04/2025 with an application deadline of 02/25/2025.

### **Employment Status**

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

### **Shift**

Variable. Full time is considered 37.50 hours a week.

### **Pay Grade**

06 (Salary is commensurate with education and experience)

### **Function/Summary:**

The Campus Counselor position at WVU Parkersburg oversees and directs the functions of the Disability Services Office, as well as the functions of student mental health counseling and disability/accessibility services, at WVU Parkersburg.

### **Minimum Qualifications**

**Education:**

- Master’s degree in Psychology, Counseling or other related field or equivalent education and/or experience.

**Experience:**

- Two years mental health counseling adults in referral and crisis situations.

**Licensure/Certification:**

- Licensed Professional Counselor (LPC) or Licensed Social Worker (LCSW)
- Licensed Psychologist (preferred)

**Knowledge, Skills & Abilities**

- Strong oral and written communication skills.
- Must have effective interpersonal skills.
- Excellent organizational skills for scheduling and record maintenance.
- Ability to work with an academically and culturally diverse group of students.
- Possess a strong commitment to equity.
- Ability to use computer software for communication and organization.
- Ability to understand and resolve issues that arise with students concerning the areas of academics, their personal and their social lives.
- Ability to handle sensitive information with confidentiality.
- Ability to perform office and administrative procedures and keep accurate and updated records.
- Ability to administer ADA policies, programs and procedures in accordance with state and federal law.
- Must have working knowledge of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.
- Ability to work collaboratively with all levels of the institution.
- Ability to work independently with little supervision.
- Must be self-motivated and be able to work and supervise the work of others independently.

**Duties/Responsibilities**

<b>Frequency:</b>	<b>Duties:</b>
40%	<p><b>Student Support Services:</b></p> <ul style="list-style-type: none"> <li>• Counsels students in emotional, psychological or environmental distress, determining proper courses of action, including referral, within the context of college, state and federal policies and terms of legal liability.</li> <li>• Provides drop-in and short-term referral counseling for psychological illness, such as panic attacks and bipolar disorder, addictions, situation factors (disasters, domestic violence, physical and learning disabilities, etc.) and life management (anger management, self-esteem issues, stress management, etc.).</li> <li>• Develops, coordinates and provides pro-active workshops in life management areas for both general and specific student populations, including self-esteem, stress management, hate crimes, date rape, depression, anger management, coping skills, learning disabilities, relationship communication patterns, emotions and assertiveness training.</li> <li>• Helps individual students to problem-solve the unique challenges that they may face through professional psychological methodology and knowledge of community, state and federal support resources.</li> <li>• Guides and advises students in solving problems and facing educational and social issues common to college students.</li> <li>• Monitors the demographics of the student body and the most currently available research to properly program proactive seminars for students.</li> <li>• Serves as the primary source of content and coordinates with the marketing department to launch and maintain the student disabilities website.</li> </ul>
30%	<b>Student Disabilities and Accommodation support</b>

	<ul style="list-style-type: none"> <li>• Provides consultation and training to current students regarding ADA issue and other disability/accessibility services relating to students.</li> <li>• Serves as the primary point of reference to verify student disabilities and develops appropriate, reasonable, and effective accommodations for education purposes.</li> <li>• Provides one-on-one student counseling for the review and evaluation of physical disabilities and learning disorder accommodation requests in compliance with college policy and federal and state laws.</li> <li>• Assesses appropriate accommodation support and acts as liaison between students and faculty and staff as necessary.</li> <li>• Coordinates distraction reduced testing center for students with accommodations.</li> <li>• Serves as the primary source of content and coordinates with the marketing department to launch and maintain the student disabilities website.</li> </ul>
<b>10%</b>	<p><b>Faculty and Staff Support:</b></p> <ul style="list-style-type: none"> <li>• Monitors the demographics of the student body and the most currently available research to properly program proactive seminars for faculty and staff.</li> <li>• Provides consultation and training to current faculty and administrators regarding ADA issues and other disability/accessibility services relating to students.</li> <li>• Serves as an asset on WVU Parkersburg’s Behavioral Intervention (BIT) team.</li> </ul>
<b>10%</b>	<p><b>Acute Employee support</b></p> <ul style="list-style-type: none"> <li>• Counsels campus employees in emotional, psychological or environmental distress, determining proper courses of action, including referral, within the context of college, state and federal policies and terms of legal liability.</li> <li>• Provides drop-in and short-term referral counseling for employees for psychological illness, such as panic attacks and bipolar disorder, addictions, situation factors (disasters, domestic violence, physical and learning disabilities, etc.) and life management (anger management, self-esteem issues, stress management, etc.).</li> <li>• Helps individual employees to problem-solve the unique challenges that they may face through professional psychological methodology and knowledge of community, state and federal support resources.</li> <li>• Assists employees in the process of engaging the Employee Assistance Program and supports Human Resources in ensuring reasonable anonymity for EAP usage.</li> <li>• Consults with Human Resources as needed to provide professional guidance on a case-by-case basis.</li> </ul>
<b>5%</b>	<p><b>Professional Development</b></p> <p>Attends appropriate professional trainings to maintain counseling certifications and certifications for compliance of ADA/Section 504 for Higher Education.</p>
<b>5%</b>	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Performs other duties as assigned.</li> </ul>

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.