

Program Specialist Professional Studies Division

Position # 25-042

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 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

02/13/2025 with an application deadline of 02/27/2025.

Employment Status

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

Shift

Variable. 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 faculty and administrators to assure the integrity and accreditation of the program is maintained.

Minimum Qualifications

Education:

- Bachelor’s degree

Experience:

- One year working with database.

Licensure:

- N/A

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:
70%	<p>PROGRAM SUPPORT</p> <ul style="list-style-type: none"> • Maintain, compile and aggregate program assessment data with the use of Livetext, Peregrine, and other programs for program review, annual reports, and to assure continued national accreditation. • Work with program coordinators to identify, collect, monitor, and analyze alignment between program learning outcomes and course learning outcomes for all Professional Studies Division programs (currently 27 programs). • Work with program coordinators to create data charts to be shared with stakeholder groups. • Work with program coordinators to track and monitor alumni/graduate completer data. • Work with program coordinators to track and monitor program field placement and internships.
25%	<p>GENERAL</p> <ul style="list-style-type: none"> • Provide clerical assistance to the Dean, Professional Studies, and faculty of the Professional Studies Division. • Work with the Dean, Professional Studies and faculty to identify and compile data for use in recruiting, marketing, and accreditation. • Maintain current knowledge of policies, procedures, accreditation standards, and state and federal guidelines regarding higher education.
5%	<ul style="list-style-type: none"> • Other duties as assigned

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, sex, 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.