



## **Program Specialist Student Success Professional Studies Division**

Position # 25-044

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**

02/13/2025 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 directly with students, faculty, and administrators to assure the integrity and accreditation of the program is maintained.

### **Minimum Qualifications**

Education:

- Bachelor’s degree in a related field.

Experience:

- Experience working with databases (required)

**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.
- Ability to manage confidential and sensitive material.

**Duties/Responsibilities**

Frequency:	Duties:
50%	<p><b>STUDENT SUPPORT/SUCCESS</b></p> <ul style="list-style-type: none"> <li>• Reviews application packets for students entering Professional Studies programs and assures all required information has been provided.</li> <li>• Performs transcript evaluation for students interested in entering Professional Studies programs and provides written notification of results with copy of academic map.</li> <li>• Advises students and assists with scheduling in the areas of Professional Studies</li> <li>• Maintains contact and provides support for all pre-program students</li> <li>• Work closely with faculty to identify “at-risk” students.</li> <li>• Assists students in identifying needs for time management skills, stress management, study skills, learning styles, and test anxiety.</li> <li>• Conducts and/or organizes workshops that support student success and assists students in achieving personal, educational, and career goals.</li> <li>• Develops/maintains Program Audit Sheets for all areas of Professional Studies</li> <li>• Serve as ex-officio member on the Teacher Education Review Panel and Education Personnel Advisory Committee.</li> <li>• 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.</li> </ul>
40%	<p><b>PROGRAM SUPPORT</b></p> <ul style="list-style-type: none"> <li>• Works with faculty to review/update the college catalog for publication each academic year.</li> <li>• Review application packets for students entering Professional Studies programs.</li> <li>• Collects and enters all required documentation for course work scheduling into Banner.</li> <li>• Assists with recruitment both on and off campus</li> <li>• Processes all necessary documentation for skill sets, certificates, and degree completion.</li> <li>• Process applications for residency permits.</li> <li>• 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.</li> <li>• Attends and takes minutes for program specific meetings</li> </ul>
5 %	<p><b>OFFICE ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>• Assist with answers phone, greets students and division visitors.</li> <li>• Maintains division publications and handbooks,</li> <li>• Creates and oversees departmental files, databases and reports.</li> </ul>
5%	<ul style="list-style-type: none"> <li>• 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, 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.