



Career & Technical Education Counselor

WVU Parkersburg Caperton Center

Position # 24-055

Exempt/Non-Classified/Salary Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

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
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- 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.

Function/Summary

This position will play a crucial role in recruiting students from our service region and establishing pathways for these students to enroll at WVU Parkersburg. The *CTE Counselor* will be stationed at the Caperton Center and will work closely with high school students, administrators, and guidance counselors to promote higher education opportunities and facilitate seamless transitions to our institution.

Minimum Qualifications

Education:

- Master's degree in counseling, education, higher education administration, or related field required.

Experience:

- Previous experience in college admissions, recruitment, counseling, or advising preferred.

Licensure:

- Valid driver's license and access to reliable transportation.

Knowledge, Skills & Abilities

- Knowledge of CTE programs and pathways.
- Strong interpersonal skills and the ability to build relationships with diverse stakeholders.
- Excellent communication skills, both verbal and written.
- Demonstrated ability to work independently and as part of a team.
- Flexibility to travel within the service region and work occasional evenings and weekends.

Duties/Responsibilities

Frequency:	Duties:
95%	<ul style="list-style-type: none"> • Develop and implement recruitment strategies to attract students from high schools to CTE careers and WVU Parkersburg. • Establish and maintain strong relationships with WVU Parkersburg’s admission team, Early College team, and administration. • Establish and maintain strong relationships with high schools, guidance counselors, and administrators within the service region. • Establish and maintain strong relationships with CTC directors in the service area. • Provide information and guidance to high school students regarding academic programs, admissions requirements, financial aid, and other resources available at WVU Parkersburg. • Conduct presentations, workshops, and information sessions at high schools to promote awareness of higher education opportunities and the benefits of attending WVU Parkersburg. • Collaborate with faculty and staff at WVU Parkersburg to develop articulation agreements and dual enrollment programs with CTCs. • Assist students with the application and enrollment process, including advising on course selection and academic planning. • Attend college fairs, community events, and other outreach activities to promote both the CTE and WVU Parkersburg and recruit prospective students. • Track and report on recruitment activities, including student inquiries, applications, and conversions.
5%	<ul style="list-style-type: none"> • Other duties as assigned.

Posted

06/04/2024 with an application deadline of 06/24/2024.