

Student Success Center Advisor  
West Virginia University Institute of Technology

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Downloaded On: Jun. 25, 2019 2:14pm

Posted Apr. 16, 2019, set to expire Aug. 16, 2019

<b>Job Title</b>	Student Success Center Advisor
<b>Department</b>	WVU Tech Dean of Student
<b>Institution</b>	West Virginia University Institute of Technology Beckley, West Virginia
<b>Date Posted</b>	Apr. 16, 2019
<b>Application Deadline</b>	open until filled
<b>Position Start Date</b>	available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services
<b>Apply Online Here</b>	<a href="https://hr.wvutech.edu/employment_opportunities">https://hr.wvutech.edu/employment_opportunities</a>

**Apply By Email**

**Job Description**

Student Success Center Advisor- WVU Beckley 11600

Description

West Virginia University Institute of Technology (WVU Tech), part of the WVU system of campuses located in Beckley, WV, is currently inviting applications for the position of Student Success Center Advisor:

In order to be successful in this position, the ideal candidate will:

- Advise all first-time freshman and transfer students in their intended program of study.
- Assist undeclared/general education students to identify a program of study.
- Provide timely, appropriate, and accurate information on all majors.
- Advise continuing students for the first three semesters of coursework.
- Develop matriculation plans and select appropriate classes for all SSC advisees.

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- Interpret the University catalog for the purposes of advising.
- Follow SSC policies and procedures on: file reviews; documentation; confidentiality and data management.
- Advise students on academic probation and develop academic success plans when needed.
- Present students with alternative academic programs as appropriate and warranted.
- Assist students in analyzing and identifying solutions to academic and related problems.
- Identify campus resources for students to solve real and potential issues.
- Work collaboratively with the registrar's office to ensure student success.
- Assist in academic intervention efforts.
- Use BANNER 9; Degree Works, Microsoft Office, Excel; and the world-wide web.
- Serve as a resource for advisors, faculty, students, administrators and staff campus-wide.
- Support student success initiatives.

Work Hours: 8:00 am - 4:30 pm occasional evening and weekend hours

Please apply at: [https://hr.wvutech.edu/employment\\_opportunities](https://hr.wvutech.edu/employment_opportunities)

#### Qualifications

- Master's degree or an equivalent combination of education and/or experience.
- 0-6 months experience working with college students.
- 0-6 months research and assessment experience.
- 0-6 months supervisor experience.

#### About WVU

At West Virginia University, we pride ourselves on a tireless endeavor for achievement. We are home to some of the most passionate, innovative minds in the country who push their limits for the sake of progress, constantly moving the world forward. Our students, faculty and staff make this institution one of the best out there, and we are proud to stand as one voice, one university, one WVU. Find out more about your opportunities as a Mountaineer at <http://hr.wvu.edu/>.

West Virginia University is an Equal Opportunity/Affirmative Action Employer and the recipient of an NSF ADVANCE award for gender equity. The University values diversity among its faculty, staff and students, and invites applications from all qualified individuals, including minorities, females, individuals with disabilities and veterans.

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Kevin Lawhon  
WVU Tech Human Resources  
West Virginia University Institute of Technology  
410 Neville Street  
Beckley, WV 25801

**Phone Number** 304-929-1540