



WEST VIRGINIA STATE UNIVERSITY

Director of Academic Educational Outreach Academic Affairs

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University is looking for a quality oriented candidate for the position of Director of Academic Educational Outreach. The Director is in a critical position that directs and coordinates WVSU outreach programs, especially in the area of WVSU's Early Enrollment Dual Credit Program (EE Program). The Director will work closely with regional high schools, county Boards of Education, and students in the EE Program as well as their families.

The Director will provide leadership in other educational outreach areas, including providing assistance to the Academic Affairs Office in the coordination of the on-campus high school collaborative program.

This is a non-classified, essential, RSA exempt, full-time, benefits eligible position.

Responsibilities for the Director of Academic Educational Outreach

Specific Duties and Responsibilities:

1. Developing and maintaining programmatic partnerships at the regional and state level and required by legislative and external administration changes (i.e., EE Program).
2. Fielding general questions from interested parties and the media.
3. Managing partnerships locally, regionally, and statewide.

4. Determining specific outreach efforts, including development and communication of timelines and processes for the programs.
5. Develop and maintain rationale for all aspects of outreach efforts, including details relevant to course offerings in the EE Program (number of courses, course modality, faculty, etc.).
6. Overseeing all onboarding activities of program participants in outreach programs, especially EE Program students.
7. Coordinating contracts.
8. Supervision of all staff in outreach programs, especially the EE Program.
9. Monitor the progress of courses during each session/semester; investigate issues and implement resolutions in a timely manner.
10. Providing oversight for all end of program activities, especially end-of-semester activities in the EE Program.
11. Oversee data collection, analysis, and evaluation of all outreach programs.
12. Ensure all aspects of the EE Program adhere to University-wide accreditation standards and program specific National Alliance of Concurrent Enrollment Partnerships (NACEP) guidelines.
13. Maintain appropriate files and records for internal and external compliance requirements for outreach programs, especially the EE Program.
14. Maintain a database of participants in the EE Program for recruitment purposes; coordinate directed recruitment activities with University-wide recruitment activities.
15. Provide liaison services between outreach programs and academic faculty.
16. Assist the Academic Affairs office with activities related to outreach programs.
17. Perform all job functions independently and with minimal supervision.
18. Perform administrative and clerical duties for the Teacher Professional Development; coordinate with the WV Board of Education and individual county boards; collaborate with internal University departments, as needed, in areas such as billing and development of human resources data.
19. Perform other duties as assigned relative to outreach programs.

Requirements for the Director of Academic Educational Outreach

The position requires a Master's Degree and current knowledge of emerging information and trends in the area of higher education. The incumbent will have strong technical skills, especially in the area of Microsoft applications (Word, Excel, and PowerPoint). Familiarity with other technical requirements of the position, such as online instructional platforms and the Ellucian Banner System is required. The Director will have demonstrated leadership/decision making skills in rapidly changing environments.

Salary Statement

Salary will be commensurate with experience

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by September 8, 2023. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.