



WEST VIRGINIA STATE UNIVERSITY

Program Manager Upward Bound

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 seeking a Program Manager for its federally funded TRIO Upward Bound program which provides personalized services to high school students. The incumbent supports the TRIO Program Director in the daily implementation and supervision of key components of the Upward Bound program. This is a classified, FLSA exempt, full-time, benefits eligible position.

Responsibilities for the Program Manager

- Coordinates, implements and evaluates weekly comprehensive tutorial program that serves to improve program participant's academic performance in school and on the West Virginia State Standardized Assessment
- Responsible for recruiting, training, supervising and evaluating tutors
- Assists Director in evaluating academic services for compliance with the approved grant and federal regulations as outlined by the US Department of Education
- Administers student needs surveys, assessment, and career inventories annually to program participants
- Works closely with the academic coordinators, to complete individualize Student Academic Success Plans for each program participant
- Assists in the hiring, training and supervising of tutors, summer tutor counselors and target school coordinators
- Establish and supervises Upward Bound clubs at each target high school

- Coordinates and implements the Upward Bound Bridge, Early College Program, Career Fair, Career Fair, Teen Summit, Graduation and Recognition Ceremony
- Coordinates and schedules speakers for the weekly Summer Leadership series
- Conducts monthly workshops for the Upward Bound Parent Advisory Council
- Creates digital content of program services for the website, social media, and other promotional materials to inform students of activities, and information while ensuring university brand consistency
- In collaboration with other Upward Bound staff provides comprehensive student support and ensures students have a clear understanding of college and career pathways, high school completion requirements, financial aid process and completion
- Monitors academic progress of all participants, including analyzing progress reports, midterm and semester grade reports, and implements academic interventions for students at risk for academic failure
- Attends TRIO training, conferences and participate in TRIO professional organizations
- Maintains user proficiency for software programs, systems, and databases used by the program
- This position requires evening, weekend and occasional overnight travel
- A valid driver's license is required

Requirements for the Program Manager

- Bachelor's degree required.
- Minimum of one year of previous experience working in public school education with management or supervisory experience.
- Demonstrated ability working to assist underrepresented students overcome barriers to success.
- Working knowledge of learning theories, the college going process, and academic assessments. Knowledge of public school system academic policies and procedures.
- Experience interpreting student data, transcripts, and assessment scores.

Salary Statement

Salary 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 May 5, 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, 324 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.