



# WEST VIRGINIA STATE UNIVERSITY

## **Tutor /Academic Specialist TRIO Student Support Services**

### **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 diligent and motivated candidate for the position of Tutor/Academic Specialist. The incumbent provides academic support, and academic counseling as well as develops and implements workshops designed to facilitate the academic growth and personal development of WVSU TRIO Student Support Services participants. This is a non-classified, non-essential, FLSA, exempt, full-time, benefits eligible position.

### **Responsibilities for the Tutor/Academic Specialist**

- Provide individual and group tutoring to students enrolled in the WVSU TRIO SSS program including, but not limited to, specific content in mathematics, chemistry or biology; study skills; and college success strategies.
- Provide academic counseling, advising, and support to assigned program participants.
- Monitor the academic progress of program participants monthly.
- Collaborate and meet with faculty and/or staff to develop tutorial support and programming that will promote successful outcomes for the program participants in their courses.
- Assist program participants with the completion of the FAFSA and scholarship applications.
- Facilitate learning by disseminating helpful resources for participants in relevant subject areas.
- Participate in campus events, design and distribute flyers, emails, and other digital/print mediums to promote TRIO SSS and to provide academic and social support to program participants.
- Assist with planning and attend TRIO SSS educational and cultural enrichment activities, trips and events.
- Provide tutoring evaluations to assess student learning outcomes of workshops and services.
- Collect data relevant for reporting participant use of tutoring; and generate reports that will assist in the evaluation of student outcome assessment, as well as, reporting required information.
- Assist with implementation of TRIO SSS pre-freshman program.
- Maintain records for assigned program participants in the TRIO program database.



# WEST VIRGINIA STATE UNIVERSITY

- Assist in the preparation of the annual performance report and all other required reports.
- Monitor the TRIO SSS Computer Center and assist participants when needed.
- Supervise program participants on all cultural enrichment activities.
- Other duties as assigned, including staff development, activities, and meetings that relate to job duties.

## **Requirements for the Tutor Academic Specialist**

Bachelor's Degree in Education or related field required. One year of experience teaching or tutoring in a post-baccalaureate, secondary or postsecondary setting. Experience utilizing Microsoft Office Products or G Suites (Excel, Word, PowerPoint and Outlook) to generate reports, create documents and/or manage schedules. Available to work evenings, weekend hours and travel as needed.

Master's degree as well as strong math and science skills are preferred.

## **Salary Statement**

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 October 24, 2022. All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto: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. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).**