



**Program Coordinator – Student Engagement
(Student Services)
Position #18-047**

Duties:

- Develop, schedule, coordinate, supervise and provide logistical support for various educational, recreational, social and cultural student engagement events both on and off campus for the Parkersburg and Jackson County campuses.
- Working with campus and community leaders, coordinate and schedule a minimum of one general volunteer opportunity per month during the spring and fall semesters suitable for students, faculty, staff, and alumni. Assist student organizations with volunteer events scheduling as necessary.
- Manage the Student Engagement budget.
- Serve as the primary advisor for the Student Government Association, Student Leadership programs or other academic programs as necessary.
- Plan, coordinate and supervise the preparation and dissemination of publications related to student clubs and activities including social media in cooperation with other divisions of WVUP.
- Provide resources/training for new and current club advisors to assure compliance with policies and procedures.
- Support a variety of health and wellness programs.
- Coordinate campus athletic opportunities.
- Responsible for tracking participation for all events/activities and providing reports as necessary.
- In cooperation with the business office, assure purchasing requisition and contracts are processed and maintained.
- Create and maintain a student activities calendar that is accessible in various formats
- Maintain compliance with the Institutional/Federal/ and State policies, procedures and regulations.
- Other duties as assigned.

Education/Knowledge:

- Bachelor's degree in education, public service, business or related field or equivalent education and experience.

Experience:

- 1 year of event planning/coordinating
- Experience in higher education (preferred)

Skills:

- Event planning
- Computer skills
- Team building
- Communication (oral, interpersonal and written)
- Time management

Rate of Pay: Full-time regular, benefits eligible, 37.5 hours per week, beginning salary of \$34,200.00 per year.

Benefits: Health and other types of insurance, retirement savings plan with employer match, annual leave, and sick leave accrual.

Posted: June 22, 2018

Application Deadline: July 13, 2018

TO APPLY: Submit an Employment Application Packet, including a letter describing how your qualifications meet our requirements, and an unofficial copy of your college transcripts. A résumé may be included, but does not replace any of the previously required items listed above. Applications may be submitted:

- electronically to humanresources@wvup.edu
- by fax to 304.424.8302
- in person during normal office hours, 8 a.m. – 4 p.m., in Office 1008
- after hours in the secure drop box at the entrance to Office 1008
- or by mail to: Human Resources, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104

An Employment Application Packet is available online at www.wvup.edu/about/human-resources/ or in printed form in the Human Resources Office.

Information about West Virginia University Parkersburg is available at www.wvup.edu.

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact the Human Resources Office at (304) 424-8290 if you need assistance or reasonable accommodation with the application or hiring process.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, marital status, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to: Debbie Richards, Special Assistant to the President, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.