JOB POSTING

Student Program Advisor
( Greenbrier Valley Campus – Lewisburg, WV )

Summary of Responsibilities:
The Student Program Advisor is responsible for the coordination and implementation of Admissions/Registration on the Greenbrier Valley Campus.

Specific Duties:
• Coordinate and oversee all aspects of admissions/new student registration to include: admission applications and admission counseling; assist with entering data, new student advising/registration, verification of high school and college transcripts; assist with coordination of new student programs (i.e. orientation and general registration); and maintenance of student files.
• Distribution of forms to students- Graduation application, transcript requests (to include faxing transcript requests to other institutions for our purposes) and transient forms.
• Coordinate new student academic advising activities to include: academic advising; referral for tutoring services; and student counseling regarding ACT/Compass/Accuplacer testing scores.
• Advise Student Government Association. Advise other student organizations. Provide student activity programming.
• Assist in recruitment functions; (i.e. high schools, career/job fairs) and campus tours.

This position reports directly to the Director of Enrollment Services. Position may require travel between campuses.

Education:
• A Bachelor’s Degree
• Valid Driver’s License is required.

Experience:
• Over 1 year experience working in Higher Education
• Over 1 year experience working in Student Services advising and assisting students

An equivalent combination of education and related experience are acceptable.

Skills, Knowledge, Abilities:
• This position requires outstanding communication skills, Banner knowledge, computer and problem-solving skills.

Reports to: Director of Enrollment Services

Classification/Compensation: This is an exempt, classified position with a starting salary of $28,821 per year.
Application Process:
Only candidates meeting the minimum qualifications will be considered. Candidates must submit the following material: Cover letter to include position of interest, résumé, contact information for three references and copies of college transcripts must be submitted to address below. For full consideration, application material must be received by April 30, 2010 at 4 p.m. Position is open until filled. All positions are subject to funding availability. AA/EOE

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