BridgeValley Community and Technical College invites applications for Student Services Specialist(s). The general purpose of this grant-funded position is to facilitate the admission of students into higher education, to assist in the acquisition of financial aid, to monitor academic progress, and to provide for a supportive collegiate environment that allows the student to persist to the point of reaching their specific academic goals. This position is to assist the student in meeting their needs as they occur on the campus and off-campus sites, whether that need is personal or academic. The individual must have sufficient knowledge of college functions to either take care of student needs or to point them in the right direction.

This particular position is grant funded through DHHR to serve as liaison for students in the pilot program who need assistance in meeting their academic needs at BridgeValley as well as their needs as a TANF recipient through DHHR. Thus, this individual will work closely with the appropriate personnel at DHHR as well as at BridgeValley, and his/her job will involve working closely with those students identified by DHHR as participants in the pilot program.

**POSITION:** Student Services Specialist(s). Classified, full-time, pay grade 17, benefits eligible.

**QUALIFICATIONS:**
- Master’s Degree with a preference for major in Counseling, Student Personnel (Guidance and Counseling), Social Work, Psychology, Education, or related discipline and 2 years of related experience; OR Bachelor’s degree with a preference for major in Counseling, Student Personnel (Guidance and Counseling), Social Work, Psychology, Education, or related discipline and 4 years of related experience.
- Strong people skills
- Computer Skills
- Ability to work as an effective team member
- Strong interpersonal communication skills
- Strong skills in setting priorities, organization, and time management

**DUTIES/RESPONSIBILITIES:**
- Responsible for planning, organizing, conducting, and directing activities for program students that help them successfully to apply for, enter, and achieve their goals, to include such activities as:
  - Apply for financial aid prior to admission (complete FAFSA and work with Financial Aid Counselor)
  - Become admitted to BridgeValley
  - Receive appropriate career services direction to determine appropriate program of student
  - Receive appropriate placement assistance regarding basic skills competencies
  - Meet with an appropriate advisor (student program advisor or faculty advisor) to determine courses and schedule needed
  - Become oriented to college and the services available to support student success
  - Successfully progress through program of study to graduation
  - Responsible for assisting participants in coordination with DHHR case workers and management, as needed
- Responsible to provide participants with information about resources needed to be successful in achieving educational goals (including non-academic resources)
- Maintains comprehensive participant records and prepares reports as needed
- Organizes and conducts, where appropriate, workshops on informational and personal development topics including stress management, time management, study skills, and other topics related to overall student success.
- Travel among campuses and other locations as needed to liaison with participants in the program, DHHR representatives, and BridgeValley personnel. Travel to meetings within state may be required.
- Other related activities, as needed

**TRAVEL:**
This position may require travel and flexible hours. A valid driver’s license is or reliable transportation is required.
TO APPLY: Send a letter describing how your qualifications meet our requirements, resume, transcripts, and contact information for three professional references to:

Human Resources  
BridgeValley Community & Technical College  
2001 Union Carbide Drive  
South Charleston, WV 25303  
Electronic application materials in the form of doc, docx, or pdf are preferred and may be sent to HR@BridgeValley.edu

Employment is subject to satisfactory results on background check. Copies of transcripts may be sent but originals must be available prior to hire.

BridgeValley Community and Technical College is an equal opportunity, affirmative action institution that does not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected status in its employment, programs, activities.

Please contact the Human Resources office at 304-205-6606 or hr@bridgevalley.edu if you need assistance or reasonable accommodation in the hiring process.