

**Job Title:** Adult Student Services Advisor  
**Location:** McDowell Career and Technology Center  
**Reports To:** SESC Administrator/Building Principal

**FSLA Status:** Exempt  
**EMPLOYMENT TERM:** 45 weeks at 900 hours per year, minimum of 20 hours per week (July 1 – June 30)  
**COMPENSATION:** \$25.00/hour

## **SUMMARY**

Provide support, guidance, and information to LPN students at the McDowell County Career and Technology Center. Advise LPN students on registration and program information. Perform a variety of task related to the job. Act as a liaison between LPN students and administration.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Advise LPN students on registering for the LPN Program.
- Advise LPN students of requirements of the LPN Program, made sure all paperwork is correct (official high school transcript, current photo ID and a completed pre-entrance application-before registering students for the pre-entrance exam (TEAS-ATI). Receipting and renting study guide books before the exam, if the student wishes. Making sure book is returned on due date. Mailing and emailing students results of their pre-entrance exam/TEAS-ATI exam. Passed or Failed (if failed-reschedule student to retake the exam if they want to retake exam, receipt fee for the re-test. If student passes exam-mailed the student a provisional letter and two applicant's personal references forms to be filled out and returned to the school. Check to make sure the student has returned the reference letters before Pre-Orientation.
- Set up Pre-orientation for new students. Get packets for each student—enrollment forms, textbook list, physical forms, dental forms, estimated cost sheet. Contact book publishers for bundle discount on the cost of their textbooks for our students Contact Scrubs and More for dates students can make appointment for sizing and ordering school uniforms and supplies. Setting up date for CPR and First Aid class for new students. Checking all Physical forms, dental forms, medication lists, shot records and immunization, passport pictures, etc. before accepted in the LPN Program.
- Provide students with referral on financial aid resources. (If students receive financial help from Workforce, Rehab, etc. have paperwork signed and returned to Workforce, Rehab, etc. Send bi-weekly reports on student's attendance and grades. Invoice the institution every semester for student's tuition, fees. Receipt monies received to the correct student's account and receipt to the school funds for deposit.
- Maintain student's records and update-address, emails, phone numbers, birthdates, social security numbers.
- Maintain records of all student's tuition, fees. When they are due, when paid, how was it paid—Scholarship, Rehab, Workforce or personal check/cash. Individual student report is placed in the students file on the student's cost of the program and who paid for what; when the student completes the program LPN or C.N.A.
- Place advertisement in newspapers, radio, and contact high schools for dates of the LPN Pre-Entrance testing and requirements.
- Maintain and type records for the 1098T tax form to be send to the McDowell County Board of Education's Treasurer. And give the student's their copy to them for the students tax report each year on tuition and fees paid to school personally by the student. This is done every December. Our LPN students will receive two 1098Tforms, while they are enrolled in the LPN Program. End of December the year they enroll and the next year when the students graduate in July.
- Maintain a summary of money collect and expenditures for each year.
- Keeping and maintaining records of former students and present students—when they pass the NCLEX exam/Nurses Aid Certification, typing transcripts of LPN and C.N.A. students. Sending out Official transcripts on request.
- Make a list of students that call and wants to attend a C.N.A. class. Call each student on the date and time of registration when a C.N.A. class is offered. Make a estimated cost sheet for the students. Process paper work if a student is receiving funding form REHAB, Workforce, etc. Receipt monies and charge to the correct student's account.
- Type student's official transcript to be send to the LPN Board to be approved to take the NCLEX Exam.

- LPN Student records (personal and financial) have to be kept separate from Secondary students to be in compliance with COE.
- Other duties within the scope of the employee's skills and abilities as assigned by the supervisor.

### **EDUCATION and/or EXPERIENCE**

High school diploma or equivalent. Experience in working with adults and clerical services are preferred but not required.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of Microsoft Office software
- Knowledge of career development and job search process.
- Excellent presentation skills.
- Flexibility and the ability to manage multiple tasks.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to work with diverse student populations.
- Knowledge of all adult and CTC programs of study.

### **LANGUAGE SKILLS**

Excellent verbal and written communication skills. Ability to analyze and interpret business periodicals, professional journals, technical manuals, and governmental regulations. Ability to write and edit reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, and the general public, orally and in writing. Ability to speak effectively to guest, candidates or employees of the organization.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with abstract and concrete variables.

### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

### **WORK ENVIRONMENT**

The position is located at the designated schools. Regular and satisfactory attendance and punctuality are required. The office space is located in the area assigned by the school's principal.

Criminal background check required.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

*The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Section 504 Coordinator, McDowell County Board of Education, 900 Mount View Road, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.*

**Closing Date:** 4:00pm, June 13, 2024 – or until filled  
**Send Resume and application to:** Jason Butcher  
214 N. Kanawha Street  
Beckley, WV 25801

**Or via email to:**  
[Jlbutcher@wvpsc.org](mailto:Jlbutcher@wvpsc.org)