



RESOURCES & JOB INFORMATION

**PREPARE.
EXPLORE.
EARN.**

WVU Parkersburg Alumni Relations and Career Services is here for all students and alumni. Visit our Facebook Page at [facebook.com/WVUPAlumniCareerServices](https://www.facebook.com/WVUPAlumniCareerServices) to stay up-to-date with job openings, events and more.

QUESTIONS?

Contact Executive Director Nancy Harris at nancy.harris@wvup.edu for more info.



CAREER COACH

Check out [Career Coach](#)! It's a free service offering an assessment tool, occupation data and resume builder.



RESUME REVIEW

Career Services provides FREE resume review! Send your resume to careerservices@wvup.edu to get feedback and assistance with writing a winning resume.



EMPLOYMENT RESOURCES

West Virginia Forward, **WorkForce WV** and **Ohio Means Jobs** have employment portals for jobseekers to find local opportunities and resources. Start your search today!

wvforward.wvu.edu • workforcewv.org
ohiomeansjobs.ohio.gov

WVU Parkersburg
Human Resources Assistant II

Job Description:

This position provides administrative support to the Executive Director of Human Resources and Compliance with frequent exposure to confidential issues and is responsible for performing a wide variety of routine and skilled clerical and administrative tasks. Eighteen months of vocational or technical training, or equivalent education and experience and 1 year of office, personnel or accounting experience required. Associate degree preferred.

For more information:

wvup.edu/jobs

WVU Parkersburg Human Resources Receptionist

Job Description:

Serves as the first point of contact with visitors and customers and aids individuals by responding to routine questions, providing general information, answering the main phone line and performing general clerical duties such as data entry, typing and faxing. High school diploma or GED required. Associate degree and 6 months full-time general office experience preferred.

For more information:

wvup.edu

WVU Parkersburg Food Service Worker

Job Description:

This is a part-time food service position that prepares food daily according to menus provided. Prepared foods include both hot dishes as well as cold items, such as sandwiches and salads. High school diploma or equivalent and Current WV food handler's permit (must be obtained within 30 days of employment) required.

For more information:

wvup.edu

Goodwill

Temporary Positions

Job Description:

Temporary positions available at various locations throughout the Parkersburg, WV area. Examples of available temporary positions include, but are not limited to, the following: Accounting Technician, Administrative Services, Cook, Custodian, Data Entry Operator, Executive Secretary, Groundskeeper, Health Service Worker, Laborer, Office Assistant, Parking Attendant and Word Processor. Hours and rates of pay vary depending on position.

For more information:

jobs.smartrecruiters.com

Goodwill

Retail Operations Manager - Ripley

Job Description:

Full-time manager position responsible for the overall operation, leadership and performance of a retail store, including meeting sales goals and budgets. High school diploma or GED equivalent, minimum of 3 years related manager or supervisor experience required. Must have valid driver's license. Beginning salary is \$45,000 per year.

For more information:

jobs.smartrecruiters.com

Goodwill

Janitorial Positions

Job Description:

Part-time afternoon and evening shift available keeping premises of office building, apartment house or other commercial or institutional building in clean and orderly condition. High school or GED equivalent required.

For more information:

jobs.smartrecruiters.com

Goodwill

Grounds Worker (Landscaping)

Job Description:

Part-time position keeps premises of grounds surrounding the buildings, structures or other commercial or institutional building in clean and orderly condition. Cuts and trims grass and possibly trees. Operates power lawnmowers and other types of machinery and equipment. Valid driver's license required.

For more information:

jobs.smartrecruiters.com

Goodwill

Retail Sales Clerk – Vienna

Job Description:

Part-time position available that stocks inventory, operates cash register and assists customers. High school diploma/GED preferred. Customer service experience helpful. Weekend and evening hours required. Hourly rate is \$11.50.

For more information:

jobs.smartrecruiters.com

Wood County Rec

Summer Program

Job Description:

Wood County Rec is looking for education majors interested in supervising and participating in a summer program at Parkersburg City Park. The program will be open to kids in kindergarten - 5th grade and will run for 8 weeks, from June 6 - July 29. Program will run Monday – Thursday, 9 AM to 2 PM, with field trips and planning time on Fridays. The pay will be \$15 per hour.

For more information:

woodcountyrec@gmail.com

SW Resources

Direct Support Provider

Job Description:

This full-time position will assist the Director of Rehabilitation and the Behavioral Support Provider with providing work skills training and social skills training to clients. Will also assist with completion of daily paperwork and data collection for the clients in accordance with agency and government guidelines. A high school diploma or equivalent required. Minimum of 6 months of social service or life experience with individuals with intellectual and/or developmental disabilities preferred.

For more information:

swresources.isolvedhire.com

United Bank

Wealth Management Operations Processor

Job Description:

This position is an entry level position that will be responsible for the daily processing support within the assigned areas within the Wealth Management department. High School diploma or equivalent is required. Bachelor's degree in Business or Finance highly desired

For more information:

careers.bankwithunited.com

United Bank

Commercial Lending Portfolio Manager

Job Description:

The Portfolio Manager owns primary responsibility for the underwriting quality, portfolio administration and credit quality of assigned portfolio working directly with Relationship Manager, Lenders and other stakeholders within the bank. Bachelor's degree in Business, Finance or related field or equivalent experience and minimum of 3 years of experience working in a Banking environment with emphasis on credit area required.

For more information:

careers.bankwithunited.com

United Bank Sales Associate

Job Description:

This position is responsible for performing daily branch and customer service duties, providing customers with transaction processing, promoting business by providing quality customer service and handling routine customer inquiries, providing customer referrals for products and services on a daily basis. High school diploma or equivalent and successful completion of the bank's in-house Sales Associate Training Program required.

For more information:

careers.bankwithunited.com

Somerville Industries Welders, Fitters, & Fabricators

Job Description:

There will be a hiring event on Saturday, May 14, from 10 AM – 2 PM, at Somerville Industries. Bring your gear and complete a weld test. Lunch will be provided. Starting wages up to \$21 an hour.

For more information:

somervilleindustries.com

Bristol Bay Borough School District

CTE Instructor/Shop Teacher

Job Description:

This position, located in Bristol Bay Borough, Alaska, will help students develop technical skills, including welding, CNC router use, woodworking, computer aided drafting/design, entrepreneurship, etc. In addition, providing tutoring to K-12 students in a variety of subjects will be a part of their daily schedule. Must possess and maintain proper Alaska Type A Teaching Certification or the ability to obtain one. Competitive pay, a \$4,000 new hire supplement and great health insurance policy provided. Email shannonharvilla@bbbsd.net for questions or letter of intent.

For more information:

alaskateacher.org

Bristol Bay Borough School District Elementary Teacher (Multiple Grades)

Job Description:

This position, located in Bristol Bay Borough, Alaska, will maintain a classroom environment that is conducive to learning, successfully implement district adopted curriculum and standards in daily lesson, accurately record, update and share student progress information, etc. Must have bachelor's degree and current Alaska Type A Teaching Certification (or in process). Competitive pay, a \$4,000 new hire supplement and great health insurance policy provided. A letter of interest and current resume should be emailed to: shannonharvilla@bbbsd.net

For more information:

alaskateacher.org

Constellium Electrician

Job Description:

This is a permanent contract position, located in Ravenswood, WV, that performs tag out duties as necessary. Completes required records, reports, requisitions, PM's, time cards and surveys, etc. Three to 5 years of experience required. Students should email the Talent Acquisition Manager at Richelle.Murray@Constellium.com, identify themselves as a WVU Parkersburg graduate, and let her know what position they are applying for. This will help filter them to the top.

For more information:

constellium.com/careers

Constellium

Accounts Payable Coordinator

Job Description:

This is a permanent contract position that will ensure accurate processing of payments to internal and external customers. Will also review and process payments of expense accounts to ensure that policies are maintained. Bachelor's degree in Accounting or Finance preferred. Associate degree in applicable field accepted. Students should email the Talent Acquisition Manager at Richelle.murray@Constellium.com, identify themselves as a WWU Parkersburg graduate, and let her know what position they are applying for. This will help filter them to the top.

For more information:

constellium.com/careers

Peoples Bank

Customer Care Representative I

Job Description:

This position works directly with customers to offer superior and timely service on consumer banking products. High school degree, GED or foreign equivalent required. College degree preferred. Able to provide proof of COVID-19 vaccination or valid exemption documentation.

For more information:

workforcenow.adp.com

Peoples Bank Universal Banker I

Job Description:

This part-time position will have the ability to open deposit accounts, process teller transactions, sell bank products and services, assist customers with maintenance request and resolve customer service issues. High School Diploma or GED; 1 to 2 years related experience and/or training or equivalent combination of education and experience.

For more information:

workforcenow.adp.com

Peoples Bank Item Processor I

Job Description:

This part-time position is responsible for the daily processing of all CSR transactions. Mobile Deposits, RDC Deposits, Lockbox Transactions, Image ATM transactions and in-clearing work in preparation for daily posting. High school diploma required.

For more information:

workforcenow.adp.com

Washington Co. Common Pleas Court

Assistant Court Admin

Job Description:

The position is an administrative level position responsible for the administration of judicial support by providing leadership, planning, direction and supervision of the operations of the court. Does not require any specific educational degree, but a background and experience in personnel supervision and management, financial reporting, grant management and budgeting are necessary. Compensation based on experience. Benefits package included.

For more information:

washingtongov.org

Hi-Vac

All Positions

Job Description:

Open interviews every Friday, 8 AM – 3 PM. Assembly Technicians, Welder-Fabricators, Industrial Electricians, Industrial Painters, Cost Accountants and more. Seeking both experienced and entry level. Full benefits package options included.

For more information:

hi-vac.com/careers

Tekx Group

Electronic Troubleshooting Technician

Job Description:

Looking for Electrical/Electronic Engineering graduates and/or current students to perform testing and troubleshooting of electronic circuit boards and assemblies. Full-time positions starting at \$22 an hour for graduates and part-time positions' rate will be negotiated for students with an opportunity to move to full-time in the summer. Skills needed include: working knowledge of electronic circuits, ability to read and understand electronic schematics, experience in using digital Voltmeters and Oscilloscopes, ability to apply a logical thought process to more easily and quickly find the root cause of circuit board failures, etc.

For more information:

john.florence@tekxgroup.com

Children's Home Society

Group Leader

Job Description:

Seeking candidates for an Afterschool Program at Jefferson Elementary Center, with summer hours during the Summer Youth Program. Job duties include supervision and mentoring of children, providing homework assistance and learning activities, leading and participating in recreation, craft and group activities. Previous employment/experience in a child care setting, a high school diploma or GED and valid driver's license required.

Hourly rate is \$12.

For more information:

lweaver@childhswv.org

Residential Home

Caregiver/Housekeeper

Job Description:

Part-time position available responsible for ADL's assistance with transferring in/out wheelchair, emptying catheter, meal prep, house-work and pet-care. Located in Ritchie County. Rate depends on experience.

For more information:

304-349-2686

Morgan Leach Law Paralegal

Job Description:

Responsibilities include mail correspondence, manage filing, case files, schedule and calendar dates, client intake, legal research and writing and drafting correspondence. Two years of legal assistant/paralegal and Microsoft Office experience required. High school or equivalent preferred.

Hourly rate: \$12 - \$20.

For more information:

alexis@jmorganleach.law

Washington County Home Assistant Farm Manager

Job Description:

Full-time position is responsible for production, operation and management of farm, including but not limited to, maintenance of farm equipment, fence repair, round ups, vaccinating and castrating bull calves, crop planting and harvesting, mow, tedder, rake, bale and wrap hay. Experience operating tractors and farm equipment and driver's license required. Hourly rate is

\$17.43 + benefits.

For more information:

indeed.com

Memorial Health System Digital Marketing Specialist

Job Description:

This full-time position designs, builds and maintains a social media presence in coordination with marketing strategies that builds meaningful connections and grows brand awareness. Salary is \$57,470 a year + benefits. Bachelor's degree in communications, marketing or related field required.

For more information:

[indeed.com](https://www.indeed.com)

Energy Harbor, LLC Electrician

Job Description:

This full-time position performs duties in connection with the installation, removal, inspection, testing, replacement, maintenance and troubleshooting of the electrical and control systems associated with power generation. Associate degree in electrical or electronic engineering technology or related field preferred. Hourly rate is \$35.17 - \$42.41.

For more information:

[ohiomeansjobs.com](https://www.ohiomeansjobs.com)

Grae-Con Construction Inc.
Quality Control & Production Manager

Job Description:

This full-time position is responsible for the overall development, implementation and maintenance of the organization's Quality Management System. Degree in operations, business, management, communications or similar fields of study required. Salary: \$80,000 - \$120,000 + benefits.

For more information:

ohiomeansjobs.com

Thermo Fisher Scientific
VIOS – Production Assembler

Job Description:

This full-time position will select appropriate components to align and assemble them in proper sequence by drilling holes, adding rivets, screws, bolts, braces, tape, cement or solder to meet specifications. Apply wiring harnesses, sensors and other electrical components recognizing color codes to ensure that wiring and other color-coded procedures meet guidelines, etc. High school diploma or equivalent required.

For more information:

ohiomeansjobs.com

City of Parkersburg

Temporary Laborer

Job Description:

Summer job available Monday – Friday, 7:00 AM – 3:30 PM. Pay: \$11.02 an hour.

For more information:

parkersburgcity.com

H. Talbott Tebay and Associates

Dental Hygienist

Job Description:

Part-time duties revolve around conducting initial patient screenings, cleaning teeth (e.g. removing plaque) and advising patients on oral health and preventative care. You'll help dentists decide treatments for teeth or gum diseases and handle dental emergencies. Salary based on experience. Benefits included. Associates Degree and WV Dental Hygiene License required.

For more information:

indeed.com

Field Force Merchandising Retail Merchandising Team Lead

Job Description:

Full-time position to supervise reset/remodel teams in major retail chains. Qualified candidates will have at least 1 year of experience with retail store remodels, retail installations and merchandising, light construction and managing teams in this industry. Hourly rate is \$20.

For more information:

[indeed.com](https://www.indeed.com)

Emanuel's LLC Social Media Manager

Job Description:

Part-time position to administer their social media accounts for multiple businesses and to be responsible for creating original text, photo, video content, managing posts and responding to followers. Mainly work from home. Pay is \$1,500 per month. One year of social media/marketing preferred

For more information:

[indeed.com](https://www.indeed.com)

Franklin International Chemical Lab Technician

Job Description:

This position, located in Columbus, OH, is responsible for providing a variety of technical laboratory services in the development, formulation, testing and evaluation of new, improved and current Franklin products. High School diploma/GED with 3 years industry or technical experience, or associate with 1-year technical experience, or bachelor's with no experience. Entry level pay: \$25 - \$27 per hour plus benefits.

For more information:

us61e2.dayforcehcm.com