



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

WVUP

Food Service Worker

Job Description:

This is a food service position that prepares food daily according to menus provided. High school diploma or equivalent with six months food preparation experience in a large-scale food service operation required. Current WV food handler's permit must be obtained within 30 days of employment. Hourly rate is \$9.85.

For more information:

www.wvup.edu

WVUP

Receptionist

Job Description:

This full-time position 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 six months full-time general office experience preferred.

For more information:

www.wvup.edu

WVUP

Adolescent Health Manager

Job Description:

The Manager of Adolescent Health promotes the Title V Maternal and Child Health priorities in schools and communities. Bachelor's degree or equivalent education and experience required. Starting salary is \$45,700 + benefits.

For more information:

www.wvup.edu

WVUP

Maintenance Worker I

Job Description:

This position assists in the repair, maintenance, and construction of institutional facilities. Also assists in cleaning and maintaining premises. High school graduate or equivalent. Six months of experience leading to familiarity of the maintenance trades. Starting at \$11.39 an hour + benefits.

For more information:

www.wvup.edu

WVUP

Academic Program Assistant

Job Description:

This position represents an office as administrative liaison and responds to no-routine inquiries. Participation in and responsibility for recording, distributing, and posting minutes of: Division meeting, Admission process, Advisory committee meetings, etc. Associate's degree in a related field or an equivalent combination of education and/or experience required.

Starting at \$17.54 an hour + benefits.

For more information:

www.wvup.edu

Goodwill

Assistant Store Manager

Job Description:

Full-time position to assist the store manager with the overall operation, performance, employee supervision, meeting sales goals and budgets of the retail store. High school diploma or GED preferred. Previous managerial retail experience highly desirable. Weekend and evening hours required. Hourly rate is \$14.86.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

Goodwill Retail Sales Clerk

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 \$11.75.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

Goodwill Custodial Services

Job Description:

Part-time position keeps facility clean and orderly by performing various custodial duties. Must have reliable transportation. Afternoon and evening shifts available.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

Goodwill Delivery Driver

Job Description:

Full-time and part-time positions to drive truck with capacity of more than 3 tons, to transport materials to and from specified destinations. Prepare receipts for donations picked up. Verify load against shipping papers for stores. Complete retail sales order for goods delivered to stores. Maintain truck log, according to state and federal regulations, etc. High school diploma or GED and valid Class D driver's license required.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

Goodwill Temporary Employment

Job Description:

Temporary positions available at various locations throughout the Parkersburg, WV area. Examples of available temporary positions include, but are not limited to: Accounting, Administrative Services Assistant, 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:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

MOVE Industrial Jobs

Job Description:

Positions available are Blending, Grinding, and Compounding Operators - \$15/hour, Machine Operator - \$14-19/hour with sign-on bonus, Quality Inspector - \$18+/hour, Industrial Maintenance \$60k+, and more.

For more information:

www.movestaffing.com

MOVE

Administrative Jobs

Job Description:

Positions available are Senior Accountant- Bachelor's degree in accounting \$60k, Accounting Tech \$18+/hour, Plant Manager \$75k+, Accounting Tech \$18+ /hour, and more.

For more information:

www.movestaffing.com

MOVE

Labor Jobs

Job Description:

Positions available are Assembly Technician - \$15+/hour, Housekeeping-Property Management. - \$14 +/hour, General Laborer - Positions available with and without travel - \$14-\$27/hour, Oil & Gas Laborer \$13+ /hour, and more.

For more information:

www.movestaffing.com

MOVE

Construction Jobs

Job Description:

Positions available are Irrigation Technician - \$16+ /hour, Maintenance- \$18/hour, Service/Tool Tech \$22 to \$25, HVAC- (Entry level) \$15+ /hour, and more.

For more information:

www.movestaffing.com

Wood County Senior Citizen Association

Nutrition Driver

Job Description:

This position is responsible for the safe delivery of prepared meals, while ensuring timely and professional delivery services and meeting required established standards, policies and processes. Must be 18 years old.

For more information:

ewentzel@wcscwv.org

Wood County Senior Citizen Association Cook

Job Description:

This position is responsible for preparing and/or directing the preparation of food to be served to clients. The candidate has primary responsibility to ensure well-prepared food for the in-house dining service, delivery or client pick-up. High School or equivalent and 1-2 years' work experience as a restaurant, or other institutional or facilities cook.

For more information:

ewentzel@wcscwv.org

Wood County Senior Citizen Association Community Care Coordinator/ Registered Nurse

Job Description:

This position is responsible for providing client assessment, disease management, education, training, and other clinically based programs and activities, to coordinate care among In-home Direct Care Workers, clients and the community. Must be a registered nurse with active license and a minimum of one to two (2) years of experience in related medical services.

For more information:

ewentzel@wcscwv.org

Wood County Senior Citizen Association

Transportation Lead

Job Description:

This position is responsible for the safe and professional transportation of Wood County Senior Citizens Association (WCSCA) clients; and oversight of the team members who are responsible for the safe receipt, transport and delivery of passengers, providing courteous and professional services as needed for the clients. High School Diploma or Equivalence, supplemented by college courses in Office Administration, Public Administration, Business Management or a related field of study.

For more information:

ewentzel@wcscwv.org

Wood County Senior Citizen Association

Program Support Clerk

Job Description:

This position is responsible for supporting and assisting the Program Coordinator in administrative capacity for senior citizens programs, events and activities; working with organization supports the implementation of successful development and administration of the WCSCA community programs and activities. High school diploma or GED, supplemented by college courses in Office Administration or a related field of study.

For more information:

ewentzel@wcscwv.org

**Washington County Department of Job and
Family Services
Unit Support Worker**

Job Description:

Must have knowledge and skill to operate copy machine, typewriter, calculator, PC computer; multi-line telephone system, complete forms and write routine correspondence. Ability to conduct an interview to determine client need, including but not limited to PRC and expedited services. High School Diploma and twelve months experience as a Unit Support Worker or office environment. Hourly rate is \$16.86.

For more information:

www.ohiomeansjobs.com

**Vadakin, Inc.
Industrial Power Plant Cleaning Tech Trainee**

Job Description:

This is an entry level position with advancement opportunities. Training is provided. Travel is required, sometimes for a long period of time. Transportation is provided to the jobsite from their Marietta office. \$14.74 - \$25.00 an hour + benefits.

For more information:

www.ohiomeansjobs.com

Washington State Community College

Executive Assistant to the President

Job Description:

This full-time position will provide executive administrative support for the President's Office and the Board of Trustees. The assistant coordinates with internal and external public relations, communications, workforce and education partnerships, fundraising, and community relations to help fulfill the College's mission and vision. Minimum of an Associate's Degree in Business, Office Administration, Communications/Marketing or related field. Salary is \$41,400 a year.

For more information:

www.ohiomeansjobs.com

Jan Dils
Remote Receptionist

Job Description:

Full-time or part-time job duties include answering and transferring client telephone calls and greeting clients in person for scheduled and unscheduled appointments. Receptionists also work with various office documents and forms in addition to client records. \$12.04 - \$14.33 an hour + benefits including health insurance, PTO , a fitness reimbursement, and more.

For more information:

www.indeed.com

Aldi
Store Manager Trainee

Job Description:

As a full-time Store Manager Trainee, you'll train on all aspects of successfully running a store in preparation for running for your own store. High School Diploma or equivalent and a minimum of 3 years of progressive experience in a retail environment preferred. \$27 an hour with full benefits package including 6 weeks of parental leave.

For more information:

www.indeed.com