

Receptionist
Innovation and Technology Center
#26-040

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and Vienna, WV. We are not a branch of West Virginia University. We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employee's spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.

Posted

02/18/2026 and will remain open until filled.

Employment Status

Non-Exempt/Classified/Hourly Staff, full-time regular, benefits eligible position.

Shift

Variable. Standard hours (8:00 – 4:00). Full time is considered 37.50 hours a week.

Other Essential Job Requirements:

- This is an on-site position.
- Regular, predictable, and reliable attendance and punctuality are expected to ensure performance of the essential function of the job, including scheduled meetings and shifts.
- This is a 37.5 hour per week position.
- May require working alternate hours or alternate locations upon request to support campus mission.

Primary Location

Innovation and Technology Center – 1961 Innovation Drive, Vienna WV 26105

Pay Grade

01 (Salary is commensurate with education and experience)

Function/Summary

The Receptionist for the Workforce & Economic Development division is the first point of contact for students, community members, employers, and staff seeking information or services. This role is integral in creating a welcoming and professional environment, providing exceptional customer service, and ensuring the efficient operation of the division's office. The Receptionist will handle administrative tasks, support staff, and assist with promoting programs and events related to workforce development, continuing education, and economic initiatives.

Minimum Qualifications

Education:

- Required: High school diploma or GED.
- Preferred: Associate degree

Experience:

- Preferred: Six months full-time general office experience

Licensure: N/A

Knowledge, Skills & Abilities

- Proficiency in Microsoft office suite and general office equipment.
- Excellent communication skills (written, verbal and interpersonal).
- Ability to work independently, as well as collaboratively.
- Ability to demonstrate skills, knowledge, and competence to establish positive internal and external working relationships while working with diverse populations.
- Ability to maintain a welcoming environment.
- Demonstrated multi-tasking ability or ability to manage multiple tasks and prioritize effectively.
- Exceptional organizational skills with a strong attention to detail.
- Excellent decision-making ability with sound judgment concerning human resources matters.
- Ability to manage confidential and sensitive material.
- Must have excellent attendance.
- May require occasional attendance at events or meetings outside of regular hours.

Duties/Responsibilities

90% Office Administration

- Greets guests, answers telephones, and assists customers for the Workforce and Economic Development (WED) at the Innovation and Technology Center.
- Provides answers to routine questions and refers complex questions and requests to WED staff with the appropriate expertise.
- Provides information about WED programs, events, and services
- Presents a welcoming environment for guests (both internal & external)
- Orders office supplies, completes purchase requisitions, and maintains forms.
- Routes incoming, outgoing, and internal mail to appropriate office personnel.

- Assists WED Innovation and Technology Center staff with performing routine clerical duties to include assisting with data entry, filing, and maintaining organized records and preparing correspondence, reports, and other documents as needed.
- Assists with logistical support for workshops and training events.

10% **General**

- Other duties as assigned

WVU Parkersburg is an Equal Opportunity Institution and does not discriminate on the basis of race, sex, pregnancy, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities. Further, faculty, staff, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. WVU Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities. WVU Parkersburg provides a collegial and respectful environment that values the contribution of all faculty, staff, and students.