

HELLO FROM CAREER SERVICES!



CHECK OUT CAREER COACH!

It's a free service offering an assessment tool, occupation data and a resume builder. Click the underlined text or scan the

QR Code below!



RIVERHAWK REMINDER

Congrats on making it through Final Exam week and a special congrats to our December Graduates! Don't forget you can utilize our office and services through graduation and beyond!





To our December Grads,

WVU Parkersburg has partnered with GradCast to obtain employment placement data from our graduates in order to continue improving our academic programs and support services. We will need **YOUR help** to ensure we are adequately preparing our students for the workforce. By sharing your employment responses with us either through GradCast or our subsequent survey you are doing your part to ensure continuous improvement at WVU Parkersburg within your program as well as our Career Services office. We appreciate your assistance and feedback!

How can you share your employment information?

1. Within a few weeks of your official graduation you will receive a congratulations message from GradCast via email or text.
2. In the email or text you will need to click on the link then enter your personal (NOT WVUP) email address and “set” your password.
3. After you complete that process, you will then verify/update your contact information to access a list of employers located on the GradCast database.
4. You can then also upload or copy/paste your resume in to send it to employers.
5. Approx 6 months after graduation we may also reach out with a survey if we have not already received your placement information.
6. Most importantly we want to make sure we know where our graduates are finding employment so keep us posted and remember we are here to assist you even as alumni!





OFFICE OF CAREER SERVICES



**Gain the tools you need to launch
your career with confidence!**

Career Services is here to support
your professional development.

**The resources available to all prospective and current students
and alumni of WVU Parkersburg include:**

- ▶ career exploration and help with choosing a major,
- ▶ resume and cover letter assistance,
- ▶ bi-weekly newsletters and campus-wide postings of employment opportunities,
- ▶ personal and professional development programs and workshops designed to boost your career readiness,

- ▶ mock-interview experiences, career fairs,
- ▶ assistance with finding jobs while working towards your degree and after you graduate.

WVU Parkersburg is an Equal Opportunity/Affirmative Action institution. Auxiliary aids and services are available upon request to individuals with disabilities.

GET CAREER READY BY GRADUATION

Semester

01

Explore Careers and Get Involved

Explore Career Coach to identify a major, explore career possibilities, and begin developing your resume. Get involved in student or community organizations. Participate in job shadowing experiences and learn about internship opportunities.

Semester

02

Boost Your Career Readiness

Attend resume and cover letter workshops. Participate in an internship. Begin developing your portfolio. Clean up and enhance your professional online presence.

Semester

03

Maximize Career Services

Have Career Services review your resume and draft cover letters. Register for GradCast. Participate in other career development programs and career fairs. Get your professional photo taken. Begin networking on online career platforms such as LinkedIn. Engage in mock interviews.

Semester

04

Launch Job Search and

Track
Start your job search and collect your references' contact information. Complete the Graduate Placement Survey and GradCast survey. Keep track of the contacts you make. Let us know when you receive a job offer!

**Timeline is based on two year associate degree*

Need Assistance?

Email careerservices@wvup.edu
or call 304-424-8395



Career Services offers FREE resume review with feedback provided.

Email, call or drop by the Success Epicenter in Room 1332 to schedule an appointment.

UPCOMING SUCCESS SEMINARS:

*Coming
Soon*

THIS SPRING SEMESTER

Get ready for even more Career Services workshops and programs as well as Success Seminar offerings on a variety of topics such as:

Investing, How to Buy a House, Understanding Job Benefits, Library Services, Anxiety/Stress Management, Military Careers, Financial Aid and Scholarships, Reverse Career Fair Prep, Tax Assistance, Identifying Credible Sources AND MORE!

Have an idea or request for a future Success Seminar or Career Services workshop?

Email careerservices@wvup.edu and let us know!

EMPLOYMENT RESOURCES

Below are some online portals to get your job search started:

(Click on any of the names to be linked to their webpage)

WorkForce WV

Ohio Means Jobs

ZipRecruiter

Indeed

LinkedIn

WVUP Employment Opportunities

Veterans Employment Toolkit

USA Jobs

Counseling Psychology Careers



STOP BY CAREER SERVICES IF YOU HAVE QUESTIONS!

PS

**COMING
SOON**

**to a Career Services TV Monitor
NEAR YOU:**

**Career Services Tips & Tricks
Best Practice Reminders
and more!**

Keep an eye out!





REVERSE Career Fair OPEN HOUSE

Career Services is hosting an Open House in the Success Epicenter with Reverse Career Fair examples. See what it's all about and sign-up to participate!

Jan. 13 | 4 - 5 p.m. | Zoom

Jan. 14 | 5 - 6 p.m. | Zoom

Jan. 15 & 16 | All Day | Epicenter

For more info, contact mcasto13@wvup.edu

STAY TUNED

REVERSE Career Fair

April 2025



CAREER SERVICES SUGGESTION:

Interested in a federal career? Check this out!



US Treasury's Career Information Sessions

Instructor led training will delve into the world of federal careers and the exciting opportunities available for students! Join us to discover the various paths you can take to kickstart your career in government. Learn from an experienced professional and get valuable insights on how to navigate the federal job market.

Virtual Sessions Dates: 1/2, 2/6, 3/6, 4/3
Time: 12pm-1pm

Presented By:
U.S. Department of Treasury

For More Info:



To Register:



NEW



NEW



Student Worker-Library



- **What:** The WVU Parkersburg Library in the Success Epicenter is seeking a reliable, dependable student worker.
- **Summary:** Assist patrons with accessing physical and digital library materials. Basic troubleshooting of library technology (such as computers/printer/copier/fax), answer telephone calls and direct patrons to appropriate resources as needed. Other duties as assigned.
- **Desired Qualifications:** Familiar with Microsoft OS, Google Suite, reliable transportation required, restaurant experience preferred but not necessary.
- **Hour Details:** Monday through Friday 8am-12pm (Noon), 20 hours per week.
- **To Apply:** Email resume and cover letter to jmyers8@wvup.edu
- **Note:** For resume/cover letter assistance email careerservices@wvup.edu



NEW



NEW!



Assistant Residential Install Technician



Employer: CityNet

- **Location:** Parkersburg, WV and Mineral Wells, WV Areas with regional travel required.
- **Summary:** Responsible for ensuring seamless connectivity and service delivery to residential customers. Your primary focus will be installing, maintaining, and troubleshooting fiber optic networks and configuring and optimizing internet, phone, and TV services within residential premises.
- **Qualifications:** HS diploma or equivalent, technical certification or degree preferred. Flexibility to work evenings, weekends and holidays as needed. Previous experience in fiber-optic splicing, telecommunications, cable installation or related preferred.
- **Benefits:** 401(k) with matching, Health, Vision and Dental insurance, HSA, Life insurance, LTD, PTO and more.





Employer: Westbrook Health


Role: Care Coordinator (Multiple roles to fill)

- Responsible for securing and monitoring consumer services as specified in the Individual Treatment Plan or as an emergent situation requires. Provides Care Coordination services to include assessment, service planning, referral, monitoring and follow up activities, transportation, and reporting services.
- **Qualifications:** Bachelor's degree required – no previous experience necessary
- **Compensation:** \$20.00/hr (will increase by end of Dec. 2024)
- **Benefits:** Medical, dental, vision, retirement plan, PTO, and flexible work schedules.
- **Locations:** Wood, Roane, Jackson, Pleasants, Spencer, and Ritchie county. Majority of positions are in Wood county at headquarters office in Parkersburg, WV.



Employer: Westbrook Health


Role: Behavioral Health Technician (Hiring many in the coming months)

- **Duties:** Provides oversight and intervention to consumers that are experiencing a major behavioral health crisis and serves as a member of the support services team.
- **Qualifications:** High school diploma/GED required. No previous experience needed.
- **Compensation:** \$13.00/hr (will increase by end of Dec. 2024)
- **Benefits:** Medical, dental, vision, retirement plan, PTO, and flexible work schedules.
- **Locations:** On site in Wood, Roane, Jackson, Pleasants, and Ritchie county. Majority of positions are in Wood county at headquarters office in Parkersburg, WV.
- **Schedule:** Full time, part time, PRN, multiple shifts available.





Assurance Administrator



Employer: Perry & Associates CPA's AC in Marietta, Ohio

- **Summary:** The staff in this position perform department admin duties, procedural tasks, and responsibilities as trained, qualified, and needed. This position requires the most highly professional manner in handling client contacts, information, documents and other admin functions to ensure internal staff and auditing clients' needs are met.
- **Qualifications:** High School Diploma or equivalent and minimum 2 years related experience required.
- **Compensation:** \$15-\$19 per hour, full time, M-F.
- **To Apply:** Search for job 281780035 at ohiomeansjobs.com or scan the code below



Tax Coordinator



Employer: PERRY & ASSOCIATES in Marietta, Ohio

- **Summary:** The Tax Coordinator will assist the professional tax staff by providing support with basic tax return preparation and processing services for clients. Tax Coordinators may also be asked to manage information, correspondence, and the workload management system for the department. A Tax Coordinator generally assists or performs professional services for clients but is not a licensed professional such as a CPA or EA.
- **Qualifications:** Associate degree in accounting, business administration or related field required and 2+ years of experience in administration or accounting preferred.
- **Compensation:** \$17-\$18 per hour.
- **Schedule:** Full-time from January to April, and part-time from May to December.





Don't forget-

**you can find us (Hannah, Mary, and Jennifer) in the
Success Epicenter if you need assistance.**

We are invested in you and are here to help!!



Have a great Holiday Break!

From, The Office of Career Services

