

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!



RIVERHAWK REMINDER

Make sure to check out the new, exciting, incentive program for this Semester's Success Seminar Programming & Career Services workshops!

You could win \$\$\$!



**Don't Forget to attend an Interest Meeting
for the upcoming...**

REVERSE Career Fair

April 2nd, 2025

Interest Meeting details on the next page →

The logo features a stylized orange arrow forming a circle around the word "REVERSE" in bold orange capital letters, followed by "Career Fair" in bold dark blue text.

REVERSE Career Fair

This semester, Career Services is hosting a REVERSE Career Fair, where students are trained to set up their own booths to show off their qualifications and skills to potential employers. There will be an open house where students can see examples and sign-up to participate on Jan. 13 & 14 over Zoom and Jan. 15 & 16 all day in the Epicenter.

For a student to participate in the REVERSE Career Fair, they must attend one of each workshop:

REVERSE Career Fair Interest Meeting

Feb. 3, 4 - 5 p.m. & Feb. 4, 5 - 6 p.m. on Zoom
Feb. 5 & 6, 12:15 - 1 p.m., College Theater

Graphic Display & Table Display Design

Feb. 10 & 11, 2 - 6 p.m. on Zoom
Feb. 12 & 13, 9 a.m. - 3 p.m., Success Epicenter

Resume / References

Feb. 17, 4 - 5 p.m. & Feb. 18, 5 - 6 p.m. on Zoom
Feb. 12 & 13, 9 a.m. - 3 p.m., Success Epicenter

Interview Skills & Networking Strategies

Mar. 10, 4 - 5 p.m. & Mar. 11, 5 - 6 p.m. on Zoom
Mar. 12 & 13, 9 a.m. - 3 p.m., Success Epicenter

Dress Rehearsal & Elevator Pitch

Mar. 24, 4 - 5 p.m. on Zoom & 10 a.m. - 1 p.m., Success Epicenter
Mar. 25, 5 - 6 p.m. on Zoom & 10 a.m. - 1 p.m., Success Epicenter

The REVERSE Career Fairs themselves will be separated by major depending on how many people participate.

For more information, contact Mary Casto at mary.casto@wvup.edu.

Career Services Workshops Spring 2025

REVERSE Career Fair Open House

~~Jan. 10, 4 - 5 p.m. & Jan. 14, 5 - 6 p.m. on Zoom
Jan. 15 & 16, all day in the Success Epicenter~~

Career Discovery

~~Jan. 21, 5 - 6 p.m. & Jan. 23, 5 - 6 p.m. on Zoom
Jan. 22 & 23, 12:15 - 1 p.m., Success Epicenter~~

Perfecting Your Online Image

~~Jan. 27, 5 - 6 p.m. & Jan. 28, 5 - 6 p.m. on Zoom
Jan. 29 & 30, 12:15 - 1 p.m., Success Epicenter~~

Dress for Success / Professional Etiquette

Feb. 24, 4 - 5 p.m. & Feb. 25, 5 - 6 p.m. on Zoom
Feb. 26 & 27, 12:15 - 1 p.m., Success Epicenter

Cover Letter

Mar. 3, 4 - 5 p.m. & Mar. 4, 5 - 6 p.m. on Zoom
Mar. 5 & 6, 12:15 - 1 p.m., Success Epicenter

Mock Interviews

Apr. 7, 4 - 5 p.m. & Apr. 8, 5 - 6 p.m. on Zoom
Apr. 9 & 10, 10 a.m. - 2 p.m., Success Epicenter

Communication Skills

Apr. 21, 4 - 5 p.m. & Apr. 22, 5 - 6 p.m. on Zoom
Apr. 23 & 24, 12:15 - 1 p.m., Success Epicenter

Teamwork

Apr. 28, 4 - 5 p.m. & Apr. 29, 5 - 6 p.m. on Zoom
Apr. 30 & May 1, 10 a.m. - 2 p.m., Success Epicenter

Critical Thinking / Leadership

Apr. 28, 4 - 5 p.m. & Apr. 29, 5 - 6 p.m. on Zoom
Apr. 30 & May 1, 10 a.m. - 2 p.m., Success Epicenter

Summer Job Openings

May 5, 4 - 5 p.m. & May 6, 5 - 6 p.m. on Zoom
May 7 & 8, 12:15 - 1 p.m., Success Epicenter

For more info, contact Mary Casto at mary.casto@wvup.edu

Additional Exciting Spring Programming:



Success Epicenter Events & Workshops

- Intro to Library | ~~1/15 & 1/16~~
- Facts of Title IX | ~~1/21 & 1/22~~
- Scholarship Workshop | ~~1/21, 1/22~~
- Get a Life! | ~~4/28~~
- Credible Sources | 2/5 & 2/6
- How to Buy a House | 2/11
- Have a Healthy Heart | 2/12
- Vision Board Workshop | 2/17 & 2/18
- Anxiety and Stress | 2/24 & 2/25
- Basic Investing | 2/25
- Understanding Job Benefits | 3/5
- Scholarship Workshop | 3/10 & 3/11
- Advising and Registration | 3/34 - 3/27
- Careers in Military | 4/7 & 4/8
- Finding your Strengths | 4/21 & 4/22
- Navigating Change | 4/28 & 4/29
- Lemonade, Cookies & Coloring! | 5/5 & 5/6

Check your email for specific event times
Information subject to change
Confirm details with Justin Barker
jbarke11@wvup.edu
304-424-8304

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!

Looking for an on campus student worker job?

HERE ARE THE REMAINING OPENINGS!



STUDENT WORKER OPENINGS!!!



Open Student Worker Roles:

- **Human Resources Office** (2 openings)- Will include sitting & standing as well as scanning in records so confidentiality is a must. Email resume to humanresources@wvup.edu attention Arielle Hall to apply.



We suggest applying
ASAP!



Send us an email at
careerservices@wvup.edu
if you need help with resume writing!

**Teaching Assistant**

- **Employer:** KidzWorld Learning Center
- **Description:** Supervise and engage with children 0-12 years of age. Nurture and care for the group of children you are assigned. Execute activities to stimulate growth and development.
- **Minimum Requirements:** High School Diploma/GED. Must be able to pass a background check. Experience in an Early Childhood center is preferred.
- **To Apply:** Email resume to kidzworld@therockfgc.org or submit through messenger.
- **Benefits/Compensation:** \$10-\$12 per hour
- **Job Types Available:** Full-time and Part-time.

**Branch Office Administrator**

- **Employer:** Edward Jones
- **Available Positions:** 4 full-time and 2 part-time (on call position, outside of normal hours) branch office administrator openings for Marietta, OH offices.
- **Description & Requirements:** BOAs team up with Financial advisors to help clients achieve their long-term financial goals. Broaden and deepen client relationships, identify opportunities to create efficiency, ability to work independently, manage multiple priorities, proficient in new office technology, willingness to learn how financial services/markets work.
- **For more information/to apply:** Visit the QR code or visit careers.edwardjones.com/
- **Compensation:** \$21-\$22 per hour and full benefits package.



NEW!!!



Youth Policy Accelerator Leadership Program



- **What is it?** A youth leadership program that equips 10 outstanding young adults with the skills, relationships, and experience to advance federal youth peer support policy.
- **Who is it for?** Young adult leaders (18-25) with diverse backgrounds and identities interested in the intersection of policy change and youth peer support. Members have a range of experience and expertise. For example, some YPA members may have exclusively worked in policy advocacy while others have led peer support programs or worked as peer specialists.
- **When/Where?** The YPA is completely virtual and takes place from April to December 2025.
- **Compensation?** YPA members receive a \$3,000 stipend for their participation.
 - You also gain valuable experience working on mental health policy, research, and communications. This includes public speaking, agenda setting, policy research, coalition leadership, and campaign creation. Collaborate to develop policy priorities and strategy and meet directly with policymakers and advocates. Build relationships with your cohort, policy experts, and MHA's youth leaders network of over 150 program graduates with ongoing training and leadership opportunities.
- **Want to Apply?** Scan the QR CODE above. *Applications are due Sunday, February 23rd, 2025.*



Youth Service Worker



- **What:** Office of shared Administration (WV) is hiring for a Youth Service Worker
- **Summary:** These positions work within a caseload involving child protective services, foster care, guardianship and more. Coordinate with others, manage and assess cases involving family preservation.
- **Qualifications:** Bachelor's degree from an accredited college or university. Valid driver's license. Access to phone.
- **Compensation:** \$21.56-35.94 hourly or \$44,850-\$74,750 annually.
- **To Apply:** Email
- **Note:** Work requires use of a personal vehicle for extensive travel. These positions are subject to on-call status during non-business hours and may be required to deal with situations which are potentially dangerous to client and worker.



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.

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 weekend!

From, The Office of Career Services