



(oneStudent Employment
Studentemployment@wvc.edu
 (509) 682-6579 | (509) 682-6810
 1300 Fifth Street, Wenatchee, WA 98801

On-Campus Job Description

To Apply: Please complete the [Work-Study Inquiry Form](#) to determine for the Student Employment Coordinator to determine your eligibility for Work-Study funding.

Job Title & Number of Positions Avail.	Office Assistant (1 opening at the Omak Campus)
Department/ Location	Administration Building-Front Desk
Rate of pay	\$18.36/hr.
Estimated Hours Per Week	12
Supervisor	Alexandra Fenison, afenison@wvc.edu
Duties and Responsibilities	• Provides high-quality front-line service and support to prospective and enrolled students, community members, and faculty • Support the admissions, registration, financial aid, and running start departments • Answer telephones and emails; greeting current and potential students: receives and refers visitors to other departments when appropriate • Responds to questions regarding programs and how to access services • Provides support to Customer Service Specialist in daily duties and other duties as assigned • Maintains a clean and tidy office and stocks office supplies, copy paper and forms
Minimum Qualifications	• Basic computer knowledge and keyboarding experience • Strong work ethic, reliable • Ability to follow written and verbal instructions • Proficient in reading and writing in English • Detail oriented • A desire to learn new skills
Educational Benefit	• Advancement in the areas of computer skills • Data entry • Interpersonal communication • Customer service • General administrative assistance experience
How to Apply	Email your resume and cover letter to afenison@wvc.edu

07/25/2024 (CRB)

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.