**On-Campus Job Description**



**To apply**: *Go to* [***https://wenatcheevalleycollege.formstack.com/forms/career\_services***](https://wenatcheevalleycollege.formstack.com/forms/career_services) *to submit your information to see if you are eligible for funding.*

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| **Job Title & Number of Positions Avail.**  | Tutor Multiple positions availableWort-Study preferred *but may not be required* |
| **Department/****Location** | Omak Tutor CenterMary Henrie Friendship Hall Room 205C |
| **Rate of pay** | $19.50 |
| **Supervisor** | Cameron PainterHazel Allen Burnett Hall Room 416cpainter@wvc.edu |
| **Duties and Responsibilities** | Provide tutoring assistance in at least one of the following areas: math, English, science, business, individually or in a group settingMaintain tutoring logMake general referrals to college services and resourcesResponsible for daily orderliness of Tutor Center including dusting, sanitizing and restocking supplies |
| **Minimum Qualifications** | Minimum B grade in college level class or other demonstration of knowledgeExcellent customer service skillsAbility to relate to a diverse student population with varying levels of educational expertise and experience  |
| **Educational****Benefit** | Develop teaching and leadership skillsResume builderForm professional working relationships with students, staff and faculty from varying educational, cultural and social backgrounds |
| **How to Apply** | Please submit a cover letter and resume stating your interest in the position to cpainter@wvc.edu |

04/22/21 (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.*