**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 available  Wort-Study preferred *but may not be required* |
| **Department/**  **Location** | Omak Tutor Center  Mary Henrie Friendship Hall Room 205C |
| **Rate of pay** | $19.50 |
| **Supervisor** | Cameron Painter  Hazel Allen Burnett Hall Room 416  [cpainter@wvc.edu](mailto:cpainter@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 setting  Maintain tutoring log  Make general referrals to college services and resources  Responsible 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 knowledge  Excellent customer service skills  Ability to relate to a diverse student population with varying levels of educational expertise and experience |
| **Educational**  **Benefit** | Develop teaching and leadership skills  Resume builder  Form 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](mailto: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.*