**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.** | Computer Lab Assistant 1  2 positions available |
| **Department/**  **Location** | Omak Computer Lab Room 205  Mary Henrie Friendship Hall |
| **Rate of pay** | $16.28 |
| **Supervisor** | Joseph Andreason  IT Customer Support Journey  Mary Henrie Friendship Hall Room 205A  [jandreason@wvc.edu](mailto:jandreason@wvc.edu) |
| **Duties and Responsibilities** | Monitor room  Ensure compliance with all WVC District Computer Usage and campus policies  Assist users with Canvas, printing and other basic computer needs and questions  Troubleshoot hardware and software problems  Responsible for daily orderliness of lab including dusting, sanitizing and restocking |
| **Minimum Qualifications** | Current WVC student, eligible for work-study funding  Excellent work ethnic in regards to dependability and punctuality  Aptitude to provide outstanding customer service |
| **Educational**  **Benefit** | Refine computer applications knowledge  Develop teaching and leadership abilities  Improve customer service and problem-solving skills  Form professional working relationships with students, staff and faculty from varying educational, cultural and social backgrounds |
| **How to Apply** | Please submit a resume stating your interest in the position to [jandreason@wvc.edu](mailto:jandreason@wvc.edu) |

10/08/2024

*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.*