**On-Campus Job Description**

**To apply**: Go to 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.**  | Program Assistant 2 positions available |
| **Department/ Location**  | Omak ECE DepartmentHazel Allen Burnett Hall Room 415 |
| **Rate of pay**  | $18.61/hr |
| **Supervisor**  | Marie Rose-McCully, BAS-T CoordinatorMrose-mccully@wvc.edu 509-422-7844Hazel Allen Burnett Hall Room 415 |
| **Duties and** **Responsibilities**  | * Organize and prepare student materials for hands-on activities in elementary science, math, PE, literacy, and social studies.
* Categorize and label selection of children’s books by subject and topic.
* Record audio/video files to accompany select children’s books. Create and/or follow a script for audio/video files.
* Ask questions and seek assistance from ECE faculty when appropriate.
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| **Minimum** **Qualifications**  | * Basic computer knowledge.
* Basic ability to create audio/video files.
* Ability to follow written and verbal instructions.
* Detail oriented.
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| **Educational Benefit**  | Knowledge advancement in providing administrative support to faculty, computer skills, audio/video creation, and interpersonal communication. |
| **How to Apply** | Please submit a cover letter and resume stating your interest in the position to Mrose-mccully@wvc.edu |

# 7/13/2023

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.