**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.** | General Laborer/Surplus and Capital Asset Associate  One position available |
| **Department/**  **Location** | Deans Office  Omak Campus |
| **Rate of Pay** | $18.20 |
| **Estimated Hours Per Week** | 10-15 hours/week (flexible).  Candidate must be able to work 3+ hours shifts within M-F 8:00am-4:00pm |
| **Supervisor** | Cal Goolsby |
| **Duties and Responsibilities** | * Assist in organization, surplus sales and furniture moving * Act as liaison for surplus pick-up and coordination * Assist in campus inventory and upgrade to RFID * Equipment inventory and data entry for clean buildings act requirements * Energy use monitoring and data entry through Energy Star Portfolio Manager * Assist in further developing an O&M plan and Energy Management plan |
| **Minimum Qualifications** | * Interest in organization and space use * Basic computer and database skills * Ability to safely lift 50lbs, move surplus items and use a ladder * Customer service skills and the ability to work as part of a team * The candidate should expect to work both inside with occasional work outside |
| **Educational**  **Benefit** | This position will give the candidate experience with inventory controls and surplus sales. (Energy only). They will also become familiar with the Clean Buildings Performance Standard and implementing requirements to move campus energy efficiency initiatives forward. They will also work as part of a team while learning daily functions in a facilities environment. |
| **How to Apply** | Please submit a cover letter and resume stating your interest in the position to [cgoolsby@wvc.edu](mailto:cgoolsby@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.*