**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.** | ABE Computer Lab Assistant, 2 positions |
| **Department/**  **Location** | Transitional Studies, Brown Library 9250H and/or Mish ee Twie 1132 Tutor Center |
| **Rate of pay** | $19.50/hr |
| **Estimated Hours Per Week** | Up to maximum hours per week (19) |
| **Supervisor** | Julie Fitch, [jfitch@wvc.edu](mailto:jfitch@wvc.edu) |
| **Duties and Responsibilities** | The classroom lab assistant for the Transitional Studies programs will collaborate and assist students with related technology support in BLM 9250H and MET 1132 Tutor Center. Primary, the lab assistant will help students troubleshoot software and hardware problems as well as assist with some tutoring of computer concepts. This position will have regular contact with students, faculty, staff, and administrators at WVC. The duties for this position may include some evening hours and other duties as assigned by the supervisor. The work schedule follows the calendar for the college’s quarterly classes. |
| **Minimum Qualifications** | * **Work-Study eligible\*\*** * Good communication skills (verbal and written skills), in English and Spanish * A strong work ethic and personable personality, specifically a helpful caring attitude toward others * Computer skills: working knowledge of Microsoft Office 365 suite, Internet, Windows OS, WVC Virtual desktop and cloud drive, Canvas, hardware troubleshooting skills * Can operate the following equipment: copier, scanner, projector, document camera, financial calculator, computers and printers * Math skills: Basic computation and business math concepts * Experience working with adult learners and novice technology users |
| **Educational**  **Benefit** | Practice interpersonal communication skills with a diverse population. Demonstrate and reinforce computer skills. Provide experience working with learners. |
| **How to Apply** | Please email Julie Fitch at [jfitch@wvc.edu](mailto:jfitch@wvc.edu) with your interest and to schedule an interview. |

07/25/2024 (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*