**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.** | Student Employment Office Assistant |
| **Department/**  **Location** | 1st Floor, Wenatchi Hall, Financial Aid Office |
| **Rate of pay** | $17.28/Hr |
| **Estimated Hours Per Week** | 5-15 Dependent on Work-Study Award Allocation |
| **Supervisor** | Sarah Boldizsar, Student Employment Coordinator  [sboldizsar@wvc.edu](mailto:sboldizsar@wvc.edu) |
| **Duties and Responsibilities** | **Support Student Employment Coordinator:** Assist the student employment coordinator with administrative tasks such as scheduling, record-keeping, and communication. **Scanning and Filing:** Organize, scan, and file confidential files accurately and securely, ensuring confidentiality and data protection.  **Monthly Bulletin Board Updates:** Assist in the design, creation, and updating of the department's quarterly bulletin boards to keep it engaging and informative.  **Tabling:** Assist in tabling to raise awareness and answer questions about the Work-Study programs at WVC. **Note Taking:** Attend meetings and take accurate and detailed notes, providing concise summaries and action items as needed. **General Administrative Tasks:** Perform other administrative tasks such as customer service, answering phones, managing calendars, coordinating events, and other duties as assigned. |
| **Minimum Qualifications** | **Work Study Eligible\*\*\***  Previous experience in an administrative or office support role is preferred. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)  Strong organizational skills with the ability to prioritize and manage multiple tasks simultaneously. Excellent written and verbal communication skills. Attention to detail and a commitment to maintaining confidentiality. |
| **Educational**  **Benefit** | Professional Development  Enhanced Communication Skills  Organizational Skills  Technology Proficiency  Confidentiality and Ethical Practices  Collaboration and Teamwork  Problem-Solving and Critical Thinking  Exposure to Different Career Paths |
| **How to Apply** | Interested candidates should submit their resume and cover letter to [sboldizsar@wvc.edu](mailto:sboldizsar@wvc.edu). and set up an interview time. |

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*