**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.**  | Omak Running Start Office Assistant (1 Position) |
| **Department/ Location**  | Concurrent EnrollmentWells Hall, Room 1070 |
| **Rate of pay**  | $17.28/Hr |
| **Supervisor(s)** | Aracely Mendoza and Naydelin Arevalo Garciaamendoza@wvc.edu narevalo-garcia@wvc.edu  |
| **Duties and** **Responsibilities**  | * Maintain student files and documents
* Perform PDF and Excel spreadsheet tasks
* Daily handling of department mail, assist with copies, receiving supplies as needed
* Input Enrollment Verification forms into ctcLink
* Organize Lending Library inventory
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| **Minimum** **Qualifications**  | * Ability to learn and maintain confidentiality procedure
* Ability to learn office procedures (i.e. alphabetize documents, use computer applications)
* Ability to work with others
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| **Educational Benefit**  | * To work as part of the Concurrent Enrollment staff
* Develop and practice customer service
* To work with staff and students
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| **How to Apply** | * Email a copy of your resume and cover letter to Aracely Mendoza
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# 7/25/2023

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.