

PART-TIME HOURLY

EMPLOYMENT TITLE, POSITION DESCRIPTIONS & HOURLY WAGES

(approved by the president's cabinet 6/30/20)

Effective date 7/1/20

Title	Description	WVC	WVC
		Hourly Rate	Class Code
		7/1/20-6/30/22	
Accompanist	Play music to support a principal voice or instrument.	\$25.82	076000
Allied Health Preceptor	Professional that assists with instruction and student development.	\$25.82	076470
Art Model	Pose as a clothed model in a variety of poses to one or a group of people.	\$14.57	076550
Art Model - Nude	Pose as a nude model or in minimal clothing attire. He or she must be at least 18 years of age, and voluntarily consents to present himself or herself nude or in minimal clothing in a variety of poses to one or a group of people.	\$18.38	076550
Athletic Camp Aide	Camp aide helps with athletic camps sponsored by the college.	\$13.69	076540
Athletic Events Helper	Events helper generally responsible for taking tickets at the events but could include other event duties.	\$13.69	
Athletic Trainer Aide	Trainer aide assists with training activities and injuries of participants. Must be certified in first aid, CPR and difibrillator.	\$14.42	
Athletic Trainer	Performs professional duties as a certified athletic trainer for athletes at WVC sporting events.	\$34.69	
Bus/Van Driver	Drives bus or van for athletic and other events.	\$19.75	076090
Computer Lab Assistant 1	Entry level position requiring a H.S. diploma or equivalent. Little or no experience required. Must have taken college-level computer courses. Practical experience may substitute for college-level courses. Duties may include: monitor room, monitor auto-tracking equipment, open and lock room, ensure compliance with all WVC District Computer Usage and campus policies. Assist users with hardware and software problems and questions.	\$13.69	076490
Computer Lab Assistant 2	Must have advanced skills and one year of computer lab assistant experience. Monitor room, monitor auto-tracking equipment, open and lock room, ensure compliance with all WVC District Computer Usage and campus policies. Assist users with hardware and software problems and questions.	\$14.42	076490
Computer/Tutor Lab Attendant	Entry-level position requires H.S. diploma or equivalent. No experience necessary and no tutoring required. Duties may include: monitor room, monitor auto-tracking equipment, open and lock room, ensure compliance with all WVC District Computer Usage and campus policies. Assist users with hardware and software problems and questions.	\$13.69	076490
Custodian	Perform a variety of custodial assignments to meet the college's cleanliness standards, such as cleaning walls and floors, setting up facilities for various uses, cleaning and sanitizing restrooms, locking and unlocking buildings and operating power cleaning equipment.	\$14.42	076410

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Event Coordinator 1	Independently coordinate day-to-day scheduling and use of on-site buildings, rooms, and facilities. Incumbents have extensive contacts with customers to ensure that logistics of events are made and completed on time.		\$14.42	076415
Event Coordinator 2	In addition to the event coordinator 1 duties, this position coordinates the full scope of events including responsibility for contracts negotiated and fees charged. In addition, this level works with inside customers, outside organizations and community members.		\$15.61	076415
Fiscal Technician	Perform repetitive fiscally related duties in a computerized environment. May perform duties in such areas as A/R, A/P, purchasing, cashiering, payroll, student aid, revenue, grants and contracts, fixed assets and general accounting.		\$14.42	076200
Game Management Supervisor	Performs a variety of duties before, during and after each sporting event and in accordance with the requirements of the NWAC.		\$14.42	
General Laborer	Perform manual labor and equipment operation involved in maintenance of buildings, grounds, utility systems, roads and parking facilities. Duties also include digging ditches, moving furniture and cleaning of facilities.		\$14.42	076420
Grounds Laborer/Gardener	Maintain grounds including routine planting, pruning, various gardening functions, raking leaves, mowing, weeding, moving sod or debris and general sweeping.		\$14.42	076430
Instructional Technician	Prepare materials and equipment for use in a shop, classroom or laboratory. Assist students in course work assignments. Assist instructors in presenting course material to students.		\$17.63	076510
Instructional Technician 2	<i>Must be approved in advance by human resources.</i> Specifically for special circumstances when a science instructional technician is needed to fulfill the full scope of the position when the regular technician is absent. In addition, this classification is for a technician providing music recording/mixing/editing/etc.		\$21.27	076510
Interpreter	Provide sign language services to students as needed to complete their coursework. Depending on where they are hired from the hourly rate may be per the state contract. (The state contract ranges from \$40.00 to \$55.00 for certified interpreters.)		\$41.22	074464
IT Technician Assistant	Under general supervision, perform routine technical tasks such as testing, installing, maintaining, supporting, and/or averting hardware/software system failures on client applications, hardware and software products, network infrastructure equipment, or telecommunications software or hardware. Provide multimedia support at staff events. Must have a working knowledge of computer systems and are able to complete routine tasks without help.		\$17.24	076495
Lab Assistant	Perform routine work in the cleaning and care of laboratory glassware and materials and laboratory work areas.		\$14.42	076480
Library Paraprofessional 1	Perform elementary technical library /media tasks such as answering elementary library information and directional questions, answering questions regarding the public catalog, referring clientele to librarians for professional services, searching for books or periodicals, filing, shelving books, delivering and setting up media equipment.		\$14.67	076600

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Library Paraprofessional 2	In addition to the duties of the library parapro 1, assists students and faculty with developing and conducting computerized library research; revise catalog information and enter revisions into the OCLC data base.		\$17.63	076610
Library Professional	Provide professional reference services to students and faculty, provide library and research services to faculty and staff (individually or in groups) which would include class orientations. Does not require a library degree.		\$21.79	076620
Media Services Assistant\ITV Operator (Level 1)	Set up, operate and monitor interactive television equipment and systems used to deliver instructional programs to other colleges. Support multimedia equipment and users.		\$14.00	076600
Media Services Assistant\ITV Operator (Level 2)	In addition to the duties of a Level I assistant\operator, the Level II assistant\operator will have at least one year experience as a Level I assistant\operator. The responsibilities of the position also increase.		\$14.57	076600
Office Assistant\Receptionist	Post records, file documents, answer phones and provide routine office assistance.		\$14.42	076100
Painter	Under the direction of an assigned supervisor, paint buildings, hallways, classrooms and offices.		\$21.79	076440
Parking Attendant	Under the direction of an assigned supervisor, implement the college approved parking rules and regulations by monitoring activity in parking lots, issuing warnings and issuing tickets to violators.		\$14.42	076450
Program Assistant	Perform specialized technical/clerical duties in support of a program activity. Duties may include scheduling activities, set-ups and other support of a program activity.		\$16.09	076110
Service Center Assistant	Photo copy, inventory supplies, answer phones, deliver mail and supplies, stock shelves, sorting, etc.		\$14.42	076310
Skilled Crafts	Carpentry, Plumbing, HVAC, Electrical, etc.		\$22.91	076460
Special Projects	Responsible for temporary special projects (beyond general office assistant responsibilities); requires specific job description for the project and approval of the director of human resources prior to hiring. (Up to \$18.00 depending on experience)		\$15.74	076646
Student Rec Center Aide	Act as receptionist for rec center, log users in and out; demonstrate use of rec center equipment.		\$14.42	076530
Student Rec Center Facility Rental/Shift Supervisor	Serves as an evening and weekend supervisor, and as a substitute shift supervisor as needed for the student recreation center (SRC), works with the assistant director of student programs to coordinate special events and facility rental activities, develops and supervises SRC activities for WVC students, assists in the coordination of leagues and events, tournaments, and special events for intramural activities and other duties as assigned.		\$15.98	076535
Test Examiner	Test examiner for GED, CASAS and other miscellaneous tests.		\$15.98	076649

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Translator	Works with staff, the community and potential students on communication in a language other than English in both the spoken and the written word.		\$30.66	076647
Tutor I	First year tutor with college level classes with grade B or above. Grade of A required for some subjects. Provide students with courteous, competent and helpful assistance in applicable subjects, refer students if needed, utilize available resources, provide tutees with information about additional resources and perform duties of the computer lab assistants as necessary.		\$13.69	076645
Tutor II	One academic year of tutoring experience required. College degree (AA minimum) may substitute for one year experience. Perform Tutor I duties, provide in-classroom assistance for faculty, demonstrate procedures for new groups of students and compile databases.		\$14.50	076645
Tutor III	Two or more academic years of tutoring experience required. College degree (AA minimum) may substitute for one year experience. College degree plus classroom teaching experience may substitute for up to two years of tutoring experience. Perform Tutor I and Tutor II duties.		\$15.50	076645
Writer/Editor	Under the direction of an assigned supervisor, writes, edits, and proofreads college reports, documents and publications being prepared for print.		\$17.24	076648

Minimum wage as of 1/1/20: \$13.50, 1/1/21 \$13.69