

On-Campus Job Description



To apply: Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor. Must be work study eligible. Email aolson@wvc.edu to check your eligibility.

Job Title Code:	Allied Health Office Assistant
Department/ Location	Allied Health Office, Wenatchi Hall Room 2221
Rate of pay	\$12.74 per hour
Supervisor	Rhonda Yenney/ Jenny Capelo
Duties and Responsibilities	<p>File, customer service-greet and assistance students, organize and clean, make copies, retrieve and deliver mail, create files for drawers and binders, create labels for projects, create certificate of completions, create documents, retrieve supplies and Xerox paper from service center, make name badges, other duties as assigned.</p> <p>This position requires confidentiality not only FERPA but also HIPAA (privacy and security of health information)</p>
Minimum Qualifications	Dependable and punctual, professional, ability to work well under limited supervision in a fast paced environment, great communication skills and customer service oriented. Basic Computer skills (Word, Excel)
Educational Benefit	Customer service, basic office skills, professionalism

5/21/2019 (AO)

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.