

## 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](mailto:aolson@wvc.edu) to check your eligibility.

<b>Job Title Code:</b> 590	Project Support Assistant
<b>Department/Location</b>	CTC Link Project Team/ Wenatchi Hall- 2137
<b>Rate of pay</b>	\$15.61
<b>Supervisor</b>	Jason Hetterle
<b>Duties and Responsibilities</b>	<p>Provide project support for the CTC Link including:</p> <ul style="list-style-type: none"> <li>• Gathering and consolidation of data</li> <li>• Building project documentation</li> <li>• Building of business process maps</li> <li>• Assisting the CTC link project manager with event support</li> <li>• Complete training and become efficient at various O635 applications</li> <li>• Other duties as needed</li> </ul>
<b>Minimum Qualifications</b>	MS Office skills (Visio/Excel/Powerpoint/Word experience a plus), ability to work as a team or individual, drive to learn business processes.
<b>Educational Benefit</b>	<p>Involvement and experience in a major business project. Work with core college business professionals.</p> <p>This position is a good match for students pursuing career pathways in business, project management, data analytics, and public administration.</p>

8/12/2019 (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 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](mailto:title9@wvc.edu).
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).