

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:	Office Assistant
Department/ Location	Campus Life/ Van Tassel Center and WVC Campus
Rate of pay	\$14.00/ hr.
Supervisor	Erin Tofte-Nordvik
Duties and Responsibilities	Assist with clerical tasks for the office, reception (telephone and in-person), create student ID cards, filing, event set-up and tear down, archiving records, deliver and pick-up campus mail, other duties as assigned.
Minimum Qualifications	Ability to greet people in a friendly and professional manner; ability to learn to fax, make copies, and operate the phone system. Basic computer skills such email, spreadsheets, word processing. This position is a good match for students pursuing career pathways in education, student services, social sciences, leadership, and administrative services.
Educational Benefit	Learn reception skills, understanding and insight into the workings of the college, exposure to event planning and execution, learn to prioritize and organize.

6/24/2019 (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.