

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:	Food Bank Assistant/Office Assistant
Department/Location	Counseling Office
Rate of pay	\$14.00 / hr.
Supervisor	Bertha Sanchez/ Ryan Poortinga
Duties and Responsibilities	<p>Assist with the Knight's Kupboard (WVC food bank). Organization and set-up, as well as assisting during hours of operation. Assist with Counseling quarterly newsletter. Assist the Counselors with filing, copying and other office duties as needed. Maintain Counseling handout locations throughout the campus. Other duties as assigned. May include occasional lifting- up to 50 pounds.</p>
Minimum Qualifications	<p>Must be available some afternoon hours. Must be dependable and self-motivated. Basic computer skills required. This position is a good match for students pursuing career pathways in health and human services, psychology, counseling, social work, nonprofit management, or organizational leadership.</p>
Educational Benefit	<p>Student will gain insight on resources and supports as related to counseling. As well as gain understanding for the field of counseling. Student will learn to organize, set-up and maintain community donations, as well as log and keep track of recipients. Student will learn general office procedures.</p>

5/22/2019 (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.