

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	Instruction Office- Wells Hall room 1070
Rate of pay	\$14.00/ hr.
Supervisor	Aimee Pope
Duties and Responsibilities	<p>Assist deans, workforce education director and secretaries with the following:</p> <ul style="list-style-type: none"> • Pick-up mail at Service Center and distribute mail to other departments • Assist with filing, making labels, stuffing envelopes/mailings • Organize stock room and storage areas (when needed) • Assist with calling students when classes are changed/canceled • Assist with “walk-in” students/instructors when secretaries are out of the office; take messages • Photocopying as needed • Maintaining inventory for 3 copiers (wing 1, wing 2 and Instruction Office) • Posting class cancellations as needed • Occasional answering of phones when admin staff are in meetings • Research projects • Outreach to community • Assist with special projects and event planning
Minimum Qualifications	<ul style="list-style-type: none"> • Good communication/listening skills • Experience with Microsoft Word, Excel and Outlook • Good phone etiquette • Able to lift 30 lb. boxes of paper • Must be reliable and dependable; arriving on time is important <p>This position is a good match for students pursuing career pathways in education, student services, organizational leadership, adminand liberal arts.</p>
Educational Benefit	The work-study student will be provided with experience in a fast-paced office environment. Since the student will be working with the Workforce Education and Arts & Sciences Deans, he/she will gain more understanding about how the administration of the college works.

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.*
- *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*