

## 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>	Office Assistant
<b>Department/Location</b>	Transitional Studies/ Wells Hall 1024D
<b>Rate of pay</b>	\$14.00 per hour
<b>Supervisor</b>	Brent Carter/ Natalie Martinez
<b>Duties and Responsibilities</b>	<p>In a general office setting:</p> <ul style="list-style-type: none"> <li>- Assist with reception duties (phone, visitors); assist visitors with wayfinding; provide program information if required</li> <li>- Assist with basic data entry tasks, filing, copying, organization, and distribution of correspondence</li> <li>- Assist with copier supply stocking and status monitoring</li> <li>- Complete campus errands, mail, walk students to other offices</li> <li>-</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>- High School Diploma or equivalent, 6 months previous office work experience, or combination of education/experience</li> <li>- Good verbal and written skills</li> <li>- Open and friendly attitude, excellent customer service skills</li> <li>- Able to perform complex clerical tasks independently using Microsoft Office</li> <li>- <b>*Preferred*</b> Spanish proficiency spoken/written</li> <li>- Comfortable doing repetitive work- filing/alphabetizing</li> </ul> <p>This position is a good match for students pursuing career pathways in education, student services, social services, language, and liberal arts.</p>
<b>Educational Benefit</b>	<ul style="list-style-type: none"> <li>- Professional office setting and training in typical clerical tasks</li> <li>- Exposure to educational administration experience</li> <li>- Faculty and staff to assist with professional/academic development</li> <li>- Opportunity for resume building and critique.</li> </ul>

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