

## 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	Office Assistant
<b>Department/Location</b>	Running Start Van Tassell, Room 5004
<b>Rate of pay</b>	\$14.00/ hr.
<b>Supervisor</b>	Maria Christina Monroe
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Receive and refer students, parents and visitors, schedule appointments</li> <li>• Maintain file systems and data base files</li> <li>• Perform word processing and Excel spreadsheet tasks</li> <li>• Daily handling of departmental mail, assist with copying, securing supplies as needed</li> <li>• Inventory supplies and all forms used by department and make sure supplies and forms are kept on hand in Running Start office</li> <li>• Other duties as assigned</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to learn and maintain confidentiality procedure</li> <li>• Ability to learn office procedures: use photocopier and filing system, alphabetize documents</li> <li>• Ability to work with others, ability to work without supervision (at times)</li> </ul>
<b>Educational Benefit</b>	<ul style="list-style-type: none"> <li>• To work as part of the Outreach and Recruitment team</li> <li>• To develop and practice customer service skill</li> <li>• To work with students, parents, faculty and staff</li> </ul> <p>This position is a good match for students pursuing career pathways in education, human services, social work, liberal arts, and student services.</p>

2/28/2019 (AO)

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