

## 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.

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|------------------------------------|--|
| <b>Job Title Code:</b>             | Office Assistant   |
| <b>Department/ Location</b>        | Residence Life/ Van Tassel and WVC Campus  |
| <b>Rate of pay</b>                 | \$14.00/ hr.   |
| <b>Supervisor</b>                  | Jeremy Snyder  |
| <b>Duties and Responsibilities</b> | Assist with clerical tasks for the office, filing, and data entry, pick up and deliver mail, create and post flyers in the halls, key inventory, retrieve and reconcile coin revenue from pod washer/dryers, event set up and tear down, other duties as assigned.   |
| <b>Minimum Qualifications</b>      | 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. Ability to maintain confidentiality of student information.<br><br>This position is a good match for students pursuing career pathways in student services, social services, liberal arts, property management, and administrative services. |
| <b>Educational Benefit</b>         | Learn office 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)

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