

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:	Student Support Assistant
Department/ Location	Student Recreation Center (SRC)
Rate of pay	\$14.00/ hour
Supervisor	Daniel Zavala
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide excellent customer service in a friendly, approachable, and culturally responsive manner to all guests by responding to questions, providing facility tours and orientations, and checking IDs at the front desk. • Monitor facility usage, ensure safety for all participants, and enforce all SRC rules, policies, and procedures regarding the safe and proper use of the building and equipment. • Triage and direct patron inquiries appropriately. • Document and record interactions with patrons through contact tracking systems. • Help with equipment check out procedures and assist with washing towels, maintaining inventory, and encouraging sanitation throughout the facility. Maintain equipment and maintenance logs. • Regularly clean and sanitize exercise equipment, facilities, furniture, restrooms, and other recreational equipment. • Attend all mandatory staff, meetings, trainings, and workshops. Adhere to and comply with both SRC and campus policies and procedures. • Participate and practice safety, risk management, and mandatory reporter procedures. Immediately report injuries and incidents to SRC Manager or Shift Supervisor. • May include off campus service learning projects related to outdoor recreation. • Assist with tasks and other assigned duties as needed.
Minimum Qualifications	<ul style="list-style-type: none"> • Current WVC student with minimum 2.5 GPA • Current CPR and First Aid Certification or ability to possess within 3 months of hire • Ability to lift 30 lbs. • Position available to work study eligible students only • Minimum of \$1,500.00 of work study funds available per quarter. • Able to work weekdays, weekends, and nights. • Must be looking to work through 2019-2020 academic calendar

	<ul style="list-style-type: none"> • Must submit work availability to SRC (Stop by SRC and fill out work availability form)
Educational Benefit	<ul style="list-style-type: none"> • Improve customer service and problem solving skills • Develop professional working relationships with students, staff and the public from various diverse and cultural backgrounds. <p>This position is a good match for students pursuing career pathways in exercise science, physical education, athletics, healthcare sciences, kinesiology, physical therapy, nutrition, and sports management.</p>

2/28/2019 (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.