

On-Campus Job Description



To apply: Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor.

Must be using VA Educational Benefits to apply

Job Title Code:	Fiscal Technician (VA)
Department/ Location	Wenatchee Valley College/ Veteran Education Office
Rate of pay	12.00 hr./ Jan. 1, 2020- 13.50
Supervisor	Laura Murphy-Belser
Duties and Responsibilities	Provide front counter service: assist with general inquiries and disseminate information regarding veteran education benefits, financial aid and other programs and resources. Respond to inquiries in person, electronically, and on the phone. Assist veterans and dependents with the FAFSA and other financial aid documents, VA applications and forms, requesting JST transcripts and accessing information through Ebenefits.gov. Assist with data entry updates and information for financial aid and VA tracking. Assist with gathering information and monitoring enrollments, requesting credit evaluations, and preparing reports. Post and update veteran related information and forms on bulletin boards, website and other campus resources as directed. Process documents submitted including but not limited to: intake and filing, organizing, assembling and maintaining veteran-related files.
Minimum Qualifications	<ol style="list-style-type: none"> 1. Must be enrolled in and pursuing an approved college degree, vocational, or professional program 2. Must be attending and meet VA eligibility requirements for the ¾ time benefit rate or greater 3. Ability to remain confidential while working with sensitive information 4. Ability to work in a professional manner 5. Strong communication and organizational skills needed 6. Ability to work in a Team environment 7. Ability to follow both governmental and college policies and procedures 8. Must be detail oriented 9. Strong computer skills; proficient in Microsoft excel and word
Educational Benefit	The student will learn general office practices in a fast paced public setting. Skills will be learned in computer applications, communication technology, and general office processes. Opportunity to enhance student’s transferrable skills. This position is a good match for student’s pursuing career pathways in education and social services.

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.