

Wenatchee Valley College

Human Resources

1300 Fifth Street

Wenatchee WA 98801-1799

*Posted: Originally posted October 16, 2009*

*Closes: Open until filled*

**QUALIFICATIONS REVISED and reposted 10/28/2009**

**POSITION ANNOUNCEMENT  
All Qualified Applicants May Apply**

**OFFICE ASSISTANT 3 (Student Development)**

This full time, overtime and benefit-eligible position is expected to begin as soon as possible. Occasional weekend and evening work required. The list established by this recruitment will be active for three months and will be used to fill this position only.

**STARTING SALARY:**

Range 31: \$2,161 per month plus 5% premium pay for bilingual requirement.

**POSITION DESCRIPTION:**

Under general supervision, independently perform a variety of complex clerical projects and assignments such as: coordinate all aspects of the GED/CASAS testing program and oversee its delivery to include proctoring, processing and interpreting GED/CASAS results; preparing reports; establishing record keeping/filing systems or database files and responding to inquiries regarding office/departmental policies and procedures. This position also handles the college switchboard operations.

**GENERAL DUTIES:**

- Coordinate tasks that include verifying the identity and eligibility of testing candidates.
- Maintain and review testing logs.
- Exercise independent judgment in interpreting and applying rules and regulations in compliance with state and/or national GED guidelines.
- Coordinate test schedule for GED/CASAS testing.
- Track the number of students tested each quarter.
- Assist educational planners with filing, appointments, letters and other office duties.
- Maintain GED library and reference materials.
- Develop and publicize quarterly GED/CASAS information for potential students.
- Proctor exams.
- Maintain and provide outstanding customer service as the college switchboard operator.

**General Office Support**

- Maintain office files; update and develop both computerized and manual filing system.
- Coordinate, input and keep current the web page for GED/CASAS
- Provide professional, friendly oriented front-line service.
- Answer telephones; resolve problems and respond to inquiries regarding departmental procedures and services; receive and refer visitors.
- Maintain the highest level of confidentiality at all times.
- Perform other duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE, SKILLS & ABILITIES/COMPETENCIES:**

- Associates degree AND two years of increasingly responsible clerical and/or testing experience OR equivalent education/experience.
- Bilingual (English/Spanish: reading, writing, speaking and understanding).

**PREFERRED/DESIRED EDUCATION, TRAINING, SKILLS & ABILITIES/COMPETENCIES:**

- Bachelor's degree.
- Experience in teaching, training, counseling or testing.

**BENEFITS:**

Benefits include: medical and dental coverage, and life and long-term disability insurance as currently provided under the Public Employee Benefits Board, paid holidays, personal holiday, annual leave, and sick leave. This position is covered by the Public Employees Retirement System.

**DEADLINE:**

Position is open until filled with the preliminary screening date of completed applications **November 12, 2009**.

**APPLICATION PROCEDURE:****To be considered for this position, you must:**

Meet the minimum qualifications. Meeting minimum qualifications does not guarantee a passing or competitive score on the examination;

Complete the WVC application form and supplemental application (examination) about your relevant experience and training;

Be among the most qualified applicants as evaluated on job-specific elements on the supplemental application. A minimum of seven applicants will be considered.

It is your responsibility to submit all required application materials before the deadline. Other unsolicited materials will not be shared with the screening committee and cannot be returned to you.

***Application materials may be requested from:***

**Wenatchee Valley College**  
**1300 Fifth Street**  
**Wenatchee, WA 98801**  
**(509) 682-6440**  
**TDD (509) 682-6837/(509) 682-6853**  
**Email: [jobs@wvc.edu](mailto:jobs@wvc.edu)**  
**Web site: [www.wvc.edu](http://www.wvc.edu)**

*Assistance will be made available in the application and pre-employment screening processes for applicants with disabilities that request such assistance in advance.*

Corrected or extended notices for this recruitment will be posted in the Human Resources office, Wenatchee Valley College (at the above address).

**CONDITIONS OF EMPLOYMENT:**

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

Prior to appointment, the successful candidate must pass a criminal history background check.

Person hired must become a member of the union, WPEA, or pay a representation fee within 30 days after employment.

*Wenatchee Valley College is an equal opportunity employer*