Student Employment studentemployment@wvc.edu

(509) 682-6579 | (509) 682-6810

1300 Fifth St. Wenatchee, WA 98801

On-Campus Job Description

***To Apply:*** *Complete the* [*Work-Study Inquiry Form*](https://wenatcheevalleycollege.formstack.com/forms/career_services) *to allow the Student Employment Coordinator to determine your eligibility for Work-Study funding.*

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| **Job Title & Number of****Positions Avail.** | Parking Enforcement 1 |
| **Department/****Location** | Safety, Security and Emergency Management  |
| **Rate of Pay** | $18.00/Hr |
| **Estimated Hours****Per Week** | 6-19 Dependent on Work-Study eligibility.   |
| **Supervisor** | Director of Safety, Security and Emergency Management  |
| **Duties and Responsibilities** | **Parking Regulation Enforcement*** + Monitor campus parking lots to ensure compliance with WVC parking regulations.
	+ Issue citations for violations such as expired permits, unauthorized parking, or improper use of designated spaces (e.g., ADA, staff, visitor).
	+ Use the **Honk** mobile platform to verify digital permits and license plate registrations.

**Permit System Support*** + Assist students, staff, and visitors with the **Honk** system for purchasing and managing parking permits.
	+ Provide guidance on how to use QR codes posted in campus lots to access the Honk system

**Customer Service*** + Respond to inquiries and complaints related to parking issues in a professional and courteous manner.
	+ Educate the campus community on parking policies and procedures.

**Administrative Tasks*** + Maintain accurate records of citations issued and incidents reported.
	+ Assist with data collection and reporting related to parking usage and enforcement trends.

**Campus Presence*** + Maintain a visible presence on campus to deter violations and promote compliance.
	+ Provide directions and general assistance to campus visitors when needed.
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| **Minimum****Qualifications** | Basic knowledge of office operations is preferred but not required.  |
| **Educational****Benefit** | Develop strong skills in: * + Conflict resolution.
	+ De-escalation.
	+ Communication.
	+ Data management and record keeping.
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| **How to Apply** | Submit resume to ashepard@wvc.edu  |

05/14/2025 (SB)

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.*