**On-Campus Job Description**

**To apply**: Go to https://wenatcheevalleycollege.formstack.com/forms/career\_services to submit your information to see if you are eligible for funding.

|  |  |
| --- | --- |
| **Job Title &** **Number of** **Positions Avail.**  | Program Assistant (1 position) |
| **Department/ Location**  | Continuing Education Department (Mish ee twie building) |
| **Rate of pay**  | $18.07  |
| **Supervisor**  | Erin Davidson (edavidson@wvc.edu) |
| **Duties and** **Responsibilities**  | Perform specialized technical/clerical duties in support of the Continuing Education Department. Duties include:* General administrative office support, and especially customer service in-person and over the phone/email.
* Process registrations, transfers, drops for Continuing Education students in web-based Continuing Education registration system.
* Assist with collection and tracking of requirements for noncredit CNA classes, communicate with students regarding those requirements.
 |
| **Minimum** **Qualifications**  | * General office coverage, mornings Monday-Friday during the summer.
* Familiarity with MS Office applications and experience with customer service and payment processing
 |
| **Educational Benefit**  | Knowledge advancement in the areas of computer skills, database usage, data entry, interpersonal communication, customer service, and general administrative assistant experience. |

# 7/13/2023

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.