**On-Campus Job Description**



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

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| **Job Title & Number of Positions Avail.** | Counseling Office Assistant  1 position available asap. |
| **Department/**  **Location** | Counseling Department |
| **Rate of pay** | $14.89/Hourly |
| **Supervisor** | Bertha Sanchez |
| **Duties and Responsibilities** | Knights Kupboard   * Staff the Knights Kupboard as needed. * Keep pantry shelves stocked, organized, and replenished.   Counseling   * Assist counselors as needed.   Outreach   * Assist with creating and distributing flyers as needed. * Assist with setup, tabling, and take down of events. * Work with community agencies to provide support. * Assist with tasks and other duties as assigned. |
| **Minimum Qualifications** | All WVC employees must obtain the COVID vaccination or submit a medical or religious exemption. |
| **Educational**  **Benefit** | Develop professional working relationships with students, staff and the public from various and diverse backgrounds.  Improve customer service and problem-solving skills. |

04/22/21 (CRB)

*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.*