On-Campus Job Description

To apply: *Email Careerservices@wvc.edu to see if you are eligible for funding. Complete the WVC Student Employment Application https://bit.ly/2MuoqvX and submit it to the Career Center via email Careerservices@wvc.edu .*

Job Title	Fiscal Technician – Financial Aid
Department/ Location	Wenatchi Hall – First Floor
Rate of pay	$14.42/hr
Supervisor	Tony Rosales
Duties and Responsibilities	Assist in processing student financial aid applications and inquiries. Provide front counter service, ensuring that accurate information is provided to students and the general public. Process and scan documents submitted for financial aid applications, including but not limited to: intake and filing, organizing and assembling documents, evaluating financial aid files for completeness, updating and advising students, staff, and faculty. Perform data entry of updates and information for tracking and awarding. Perform verification of application data, maintainconfidentiality of student files and records.
Minimum Qualifications	Ability to work with the general public and communicate clearly, High School Diploma or equivalent, and computer literacy. This position is a good match for students pursuing career pathways in student services, financial services, accounting, math, and administrative services.
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.

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.*