**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.** | |  | | --- | | Cashier, 1 position available | |
| **Department/**  **Location** | |  | | --- | | Cashiers office, 1st floor of Wenatchi Hall | |
| **Rate of pay** | $14.89 |
| **Supervisor** | Maggi Fletcher  mfletcher@wvc.edu |
| **Duties and Responsibilities** | * Taking payments on student accounts * Filing * Answering phones * Basic data entry * Other duties as needed. |
| **Minimum Qualifications** | * Basic knowledge of office procedures, good communication skills. * Previous cashier or customer service experience is a plus. * All WVC employees must obtain COVID vaccination or submit a medical or religious exemption |
| **Educational**  **Benefit** | |  | | --- | | Learn the basics of office work as well as some basic accounting processes. | |

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.*