**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.**  | Program Assistant  |
| **Department/****Location** | North Central WA Educational Opportunity Center (EOC)Sexton Hall 6026 |
| **Rate of pay** | $16.61/ hour |
| **Supervisor** | Dr. Maria I. MoralesProgram DirectorMaria.morales3@cwu.eduOffice extension: 6407 |
| **Duties and Responsibilities** | * Perform receptionist duties such as receive and refer students, families, and community members, & schedule appointments
* Maintain program website and social media
* Maintain online document filing and organizing
* Perform word processing, PowerPoint, and Adobe tasks
* Daily handing of program email, program calendar, and assist with copying
* Inventory supplies, and make sure supplies and forms are kept on hand in the EOC office
* Coordinate program events and assist with advertisements and outreach.
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| **Minimum Qualifications** | * Ability to work well with others and without supervision (at times)
* Ability to learn and maintain confidentiality
* Interest in working with multilingual and/or multicultural populations
* Bilingual in English and Spanish (preferred)
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| **Educational****Benefit** | * To develop and practice customer service skills
* To work as part of the outreach and recruitment team
* To develop understanding about educational opportunities and access.

This position is a good match for students pursuing careers in education, human services, social work, liberal arts, and student services. It is also a good opportunity for students in STEM careers to develop their people skills, including oral communication and cultural competencies.  |

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.*