**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.** | Office Assistant |
| **Department/**  **Location** | Student Services, Wenatchi Hall, Floor 1 |
| **Rate of pay** | $14.49 |
| **Supervisor** | Jonathan Barnett |
| **Duties and Responsibilities** | Office Assistant will work in the Office of Registration/Admissions on the Wenatchee campus. Will help with answering phones, making outgoing phone calls to students and prospective students, data entry, filing, copying, and scanning. Will also run errands as needed and maintain student records. Will have considerable amount of student, faculty, and staff contact. |
| **Minimum Qualifications** | WVC student in good standing; High school graduate or GED recipient. |
| **Educational**  **Benefit** | Student will learn the basics of working in an office environment, including working as part of a team and customer service skills. Attention to detail and confidentiality of records will also be stressed. |

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.*