

On-Campus Job Description



To apply: Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor. Must be work study eligible. Email aolson@wvc.edu to check your eligibility.

Job Title Code:	BCT Computer Lab Assistant (Computer Lab Assistant II)
Department/ Location	Business Computer Technology Lab/ Sexton 6002
Rate of pay	\$14.00/ hour
Supervisor	Sompheng Batch
Duties and Responsibilities	The classroom lab assistant for the BCT program will collaborate and assist students with related technology support in Sexton 6002. Primary, the lab assistant will help students troubleshoot software and hardware problems as well as assist with some tutoring of computer concepts. This position will have regular contact with students, faculty, staff, and administrators at WVC. The duties for this position may include some evening hours and the work schedule follows the calendar for the college's quarterly classes.
Minimum Qualifications	<ul style="list-style-type: none">• Good communication skills (verbal and written skills).• A strong work ethic and personable personality, specifically a helpful caring attitude toward others.• Computer skills: working knowledge of Microsoft 2010/2013, Internet, Windows 7, QuickBooksPro, Canvas, hardware troubleshooting skills,• Can operate the following equipment: fax, copier, scanner, projector, document camera, financial calculator, WVC phone system, computer and printers.• Math skills: Basic computation and business math concepts• Experience working with adult learners and novice technology users.
Educational Benefit	Create interpersonal communication skills with a diverse population. Demonstrate and reinforce computer skills. Provide experience working with learners.

9/24/2019 (AO)

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.