

## 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](mailto:aolson@wvc.edu) to check your eligibility.

<b>Job Title Code:</b>	Educational Planning and Testing Center Office Assistant
<b>Department/Location</b>	Student Services, Wenatchi Hall- 1 <sup>st</sup> floor
<b>Rate of pay</b>	\$12.74 per hour/ July 1, 2019- \$14.00 per hour
<b>Supervisor</b>	Noah Fortner
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Greet students, staff, and visitors at the Educational Planning &amp; Testing Center counter</li><li>• Answer the college operator and Testing Center phone lines</li><li>• Make appointments for placement and accommodation tests</li><li>• Make appointments for students to meet with education planners, career center staff, counselors, and the special populations coordinator</li><li>• Assist with testing and proctoring (test security is a top priority)</li><li>• Tidy main desk, testing rooms, and waiting area (wipe down tables, chairs, and counters; dust computers; pick up papers; etc.)</li><li>• Set-up rooms for testing and for group advising sessions</li><li>• Check the supply of all forms and restock as necessary</li><li>• Check paper levels on all printers and copiers and refill as necessary</li><li>• Shred and recycle as necessary</li><li>• Sharpen testing pencils</li><li>• Assist with filing as needed</li><li>• Assist in stuffing new student packets</li><li>• Set-up regular hours and track the remaining hours of your financial aid award</li><li>• Maintain student confidentiality at all times and view FERPA video</li><li>• Complete other duties as assigned</li></ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"><li>• A current student at WVC who is eligible for the Work-Study program</li><li>• Warm and welcoming demeanor</li><li>• Customer service experience</li><li>• Comfortable answering the phone and transferring calls</li><li>• Ability to work well with others; team player</li><li>• Bilingual (English/Spanish) preferred, but not required</li></ul> <p>This position is a good match for students pursuing career pathways in administrative services, education, student services, and communications.</p>

<b>Educational Benefit</b>	<ul style="list-style-type: none"> <li>• Gain practical office knowledge and skills</li> <li>• Improve customer service and problem solving skills</li> <li>• Develop professional working relationships with students, staff, and the public from various diverse and cultural backgrounds</li> </ul>
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6/07/2019 (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.*