

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:	MESA Office Assistant
Department/Location	MESA Student Center- Eller Fox (EFS) 3016
Rate of pay	\$14.00 per hour
Supervisor	Dr. Karina Vega-Villa
Duties and Responsibilities	Assist with MESA office duties – photocopying, word processing, mail, filing, customer service, and other general office tasks.
Minimum Qualifications	Good computer skills, good communication skills, dependable, organized, follow directions with minimal assistance, flexible, positive, can maintain confidentiality, must have successful background check.
Educational Benefit	Customer service skills, organizational and prioritization skills, basic office skills This position is a good match for students pursuing career pathways in STEM fields and administrative services.

7/2/2019 (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 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.