

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:	Office Assistant
Department/ Location	Admissions and Registration
Rate of pay	\$12.74 per hour/ July 1, 2019- \$14.00 per hour
Supervisor	Jonathan Barnett
Duties and Responsibilities	Office Assistant will work in registration and admission department on the Wenatchee campus. Will help with answering phones, making outgoing phone calls to students and prospective students, computer input, filing, copying and scanning, and making appointments. Will also run errands as needed and maintain student records. Will have considerable amount of student, faculty, and staff contact. Assist with document imaging and converting hard copy files to digital.
Minimum Qualifications	WVC student in good standing. Previous office experience and strong computer skills preferred. This position is a good match for students pursuing career pathways in administrative services, education, student services, and communications.
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.

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 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.