

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:	TRiO SSS Office Assistant
Department/ Location	TRiO SSS Office
Rate of pay	\$14.00
Supervisor	Ivan Valdovinos
Duties and Responsibilities	<p>Assist with TRiO SSS office duties to include:</p> <ul style="list-style-type: none">• Answer phone calls• Support with scheduling appointments• Photocopying,• Word processing,• Mail,• Filing,• Customer service,• Communication- social media and Enews• Other general office tasks
Minimum Qualifications	<ul style="list-style-type: none">• Maintain ethical and professional behavior at all times• Minimum of 2.5 cumulative GPA• Experience that illustrates an understanding of first generation, low income, and students with disabilities• Ability to communicate and work well with others• Flexibility in order to help out on short notice• Good computer skills, dependable, organized, follow directions with minimal assistance, positive, can maintain confidentiality.
Educational Benefit	This position is a good match for students pursuing career pathways in education, social services, and administrative services.

02/07/2020 (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.