

## Off-Campus Job Description



**To apply:** Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor.

<b>Job Title Code:</b>	Licensing Records and Data Entry Assistant- Chelan PUD
<b>Department/ Location</b>	Off Campus- 321 North Wenatchee Avenue
<b>Rate of pay</b>	\$14.00 per hour
<b>Supervisor</b>	Martha Whiteman, Chelan PUD
<b>Duties and Responsibilities</b>	<p>Records management &amp; data entry to include:</p> <ul style="list-style-type: none"><li>• Scanning documents –to assist with the transition of historical and resource documentation from the Federal Energy Regulatory Commission (FERC) licensing vault into electronic record storage.</li><li>• Assistance with re-organization and categorization of Dam Safety licensing documentation. This includes identifying and scanning documentation for electronic retention as well as helping to re-organize the required hard copy documentation in the vault</li><li>• Creating metadata templates for database to enter scanned documents under guidance of the licensing specialist</li><li>• Moving identified data from one database to a new compliance database</li><li>• Help research and identify document contents from old database</li></ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"><li>• Must be proficient in reading, writing and speaking English</li><li>• Excellent written and oral communication skills, including good grammar and spelling</li><li>• Attention to detail</li><li>• Ability to organize materials</li><li>• Ability to accurately enter data and copy links into database</li></ul>
<b>Educational Benefit</b>	<p>This position is a good match for students pursuing career pathways in public administration, business, and public utilities.</p> <ul style="list-style-type: none"><li>• Opportunity to learn and help create a modernized filing structure for FERC documentation required be retained in hard copy formats and learn use of a records management and compliance database.</li></ul>

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