

## 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>	Service Center Assistant
<b>Department/ Location</b>	Service Center/ Batjer Hall
<b>Rate of pay</b>	July 1, 2019- \$14.00/ hr.
<b>Supervisor</b>	Lisa de Vera
<b>Duties and Responsibilities</b>	Assistant to the Copy Center Lead. Customer Service (assist all customer requests with a smile), inventory replenishment, complete simple copy jobs, recycling.
<b>Minimum Qualifications</b>	Customer Service Experience Comfortable using a computer Detail orientated Able to walk and bend, minimum lifting required  <b>This position is a good match for students pursuing career pathways in administrative services, education, and other customer service related positions.</b>
<b>Educational Benefit</b>	Learning new computer software programs Organization and Time Management Learning to work with a variety of different personalities and a variety of different office procedures

6/12/2019 (AO)

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