STUDENT, TEMPORARY HOURLY & PART TIME NONPERMANENT

EMPLOYMENT TITLE, POSITION DESCRIPTIONS & HOURLY WAGES
(approved by the president's cabinet: 6/11/24)
Effective date: 7/1/24

Title	Description	WVC Hourly Rate 7/1/24 - 6/30/25	Temp Hourly Class Code	Nonperm OFM Class Code	Nonperm Title, Range and Step OFM HR Class Title	Range	Step
Accompanist	Play music to support a principal voice or instrument.	$21.90	076000	263A	Accompanist	44	A
Allied Health Preceptor (Instr & Class Sup Tech 3)	Professional that assists with instruction and student development.	$27.24	076470	00255O	Instr & Class Sup Tech 3	47	G
Art Model	Pose as a clothed model in a variety of poses to one or a group of people.	$17.40	076550	703A	Art Model	31	D
Art Model - Nude	Pose as a nude model or in minimal clothing attire. He or she must be at least 18 years of age, and voluntarily consents to present himself or herself nude or in minimal clothing in a variety of poses to one or a group of people.	$20.94	076550	703A	Art Model	31	L
Athletic Trainer Aide (Instr & Class Sup Tech 2)	Trainer aide assists with training activities and injuries of participants. Must be certified in first aid, CPR and difibrillator.	$21.90	076010	255N	Instr & Class Sup Tech 2	44	A
Athletic Trainer	Performs professional duties as a certified athletic trainer for athletes at WVC sporting events.	$39.52	076010		Personal Services Contract after first year as temporary hourly	68	A
Bus/Van Driver (Truck Driver 2)	Drives bus or van for athletic and other events.	$25.96	076090	632J	Truck Driver 2	41	K
Computer Lab Assistant 1	Entry level position requiring a H.S. diploma or equivalent. Little or no experience required. Must have taken college-level computer courses. Practical experience may substitute for college-level courses. Duties may include: monitor room, monitor auto-tracking equipment, open and lock room, ensure compliance with all WVC District Computer Usage and campus policies. Assist users with hardware and software	$16.28	076490		Student or one-year temp hourly only	minimum wage	
Computer Lab Assistant 2	Must have advanced skills and one year of computer lab assistant experience. Monitor room, monitor auto-tracking equipment, open and lock room, ensure compliance with all WVC District Computer Usage and campus policies. Assist users with hardware and software problems and questions.	$17.79	076490		Student or one-year temp hourly only	35	A
Computer/Tutor Lab Attendant	Entry-level position requires H.S. diploma or equivalent. No experience necessary and no tutoring required. Duties may include: monitor room, monitor auto-tracking equipment, open and lock room, ensure compliance with all WVC District Computer Usage and campus policies. Assist users with hardware and software problems and questions.	$16.28	076491		Student or one-year temp hourly only	minimum wage	
Custodian	Perform a variety of custodial assignments to meet the college's cleanliness standards, such as cleaning walls and floors, setting up facilities for various uses, cleaning and sanitizing restrooms, locking and unlocking buildings and operating power cleaning equipment.	$17.02	076410	00678I	custodian 1	32	B
Event Attendant	Events helper generally responsible for taking tickets at the events but could include other event duties. Also includes camp aides that help with athletic camps sponsored by the college.	$17.02	076414	196A	Event Attendant	30	D

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Event Coordinator 1	Independently coordinate day-to-day scheduling and use of on-site buildings, rooms, and facilities. Incumbents have extensive contacts with customers to ensure that logistics of events are made and completed on time.	$17.02	076415	111A	Event Coord 1	30	D
Event Coordinator 2	In addition to the event coordinator 1 duties, this position coordinates the full scope of events including responsibility for contracts negotiated and fees charged. In addition, this level works with inside customers, outside organations and community members.	$19.06	076415	111B	Event Coord 2	35	D
Fiscal Technician	Perform repetitive fiscally related duties in a computerized environment. May perform duties in such areas as A/R, A/P, purchasing, cashiering, payroll, student aid, revenue, grants and contracts, fixed assets and general accounting.	$17.02	076200	148L	Fiscal Technician 1	30	D
Game Management (Event Coord 1)	Performs a variety of duties before, during and after each sporting event and in accordance with the requirements of the NWAC.	$17.02	076416	111A	Event Coord 1	30	D
General Laborer (Utility Worker 1)	Perform manual labor and equipment operation involved in maintenance of buildings, grounds, utility systems, roads and parking facilities. Duties also include digging ditches, moving furniture and cleaning of facilities.	$18.20	076430	595K	utility worker 1	30	G
Instructional & Classroom Support Technician 1	Prepare materials and equipment for use in a shop, classroom or laboratory. Assist students in course work assignments. Assist instructors in presenting course material to students.	$19.50	076510	00255M	Instr & Class Sup Tech 1	39	A
Instructional & Classroom Support Technician 3	*Must be approved in advance by human resources.* Specifically for special circumstances when a science instructional technician is needed to fulfill the full scope of the position when the regular technician is absent. In addition, this classification is for a technician providing music recording/mixing/editing/etc.	$23.52	076510	)255O/200F	Instr & Class Support Tech 3 electronic media producer specialist	47	A
Interpreter (ASL)	Provide sign language services to students as needed to complete their coursework. Depending on where they are hired from the hourly rate may be negotiated. (The state range is anywhere from $40.00 to $65.00 for certified interpreters.)	$46.95	074463		Deaf/sign lang interp	Use Temporary Hourly Agreement Always	
Interpreter/Translator	Works with staff, the community and potential students on communication in a language other than English in both the spoken and the written word.	$24.71	074464	264A	Interpreter/Translator	38	L
IT Support Technician 1	Under general supervision, perform routine technical tasks such as testing, installing, maintaining, supporting, and/or averting hardware/software system failures on client applications, hardware and software products, network infrastructure equipment, or telecommunications software or hardware. Provide multimedia support at staff events. Must have a working knowledge of computer systems and are able to complete routine tasks without help.	$20.94	076495	00481C	IT Support Technician 1	42	A
Library & Archives Parapro 1	Perform elementary technical library /media tasks such as answering elementary library information and directional questions, answering questions regarding the public catalog, referring clientele to librarians for professional services, searching for books or periodicals, filing, shelving books, delivering and setting up media equipment.	$17.02	076600	00262I	lib & archives parapro 1	31	C

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Library & Archives Parapro 3	In addition to the duties of the library parapro 1, assists students and faculty with developing and conducting computerized library research; revise catalog information and enter revisions into the OCLC data base.	$19.50	076610	00262L	lib & archives parapro 3	39	A
Library & Archives Pro 2	Provide professional reference services to students and faculty, provide library and research services to faculty and staff (individually or in groups) which would include class orientations. Does not require a library degree.	$24.10	076620	261A	Lib & Archives pro 2	48	A
Office Assistant 1 CCS1	Post records, file documents, answer phones and provide routine office assistance.	$17.28	076100	102A	cust serv spec 1	35	A
Painter	Under the direction of an assigned supervisor, paint buildings, hallways, classrooms and offices.	$24.10	076440	619F	painter	42	G
Peer Mentor (Instr & Class Sup Tech 1)	Must have GPA of 2.5 or above who conducts weekly mentoring sessions for program-eligible students. Develop a trusting relationship with students and help them: (1) navigate the transition to college, (2) develop effective study strategies and life skills to implement within the classroom and outside of the classroom as students work toward individual academic and personal goals, and (3) utilize appropriate campus resources to support their success. Can also help students navigate more complex processes such as appeals, financial aid, or program completion. Can help with the graduation and transfer process.	$19.50	076644	00255M	Instr & Class Sup Tech 1	39	A
Program Assistant	Perform specialized technical/clerical duties in support of a program activity. Duties may include scheduling activities, set-ups and other support of a program activity. Also used for temporary special projects	$18.61	076110	00107M	program assistant	37	A
Science Technician 1	Perform routine work in the cleaning and care of laboratory glassware and materials and laboratory work areas.	$17.02	076480	522E	science tech 1	30	D
Service Center Assistant (Office Assistant 1)	Photo copy, inventory supplies, answer phones, deliver mail and supplies, stock shelves, sorting, etc.	$17.02	076100	100H	office assistant 1	30	D
Skilled Crafts (Maintenance Mechanic 2)	Carpentry, Plumbing, HVAC, Electrical, etc.	$27.24	076460	00626J	Maint Mech 2	47	G
Student Rec Center Aide (Office Assistant 1)	Act as receptionist for rec center, log users in and out; demonstrate use of rec center equipment.	$17.02	076100	100H	office assistant 1	30	D
Student Rec Center Facility Rental/Shift Supervisor (Event Coordinator 2)	Serves as an evening and weekend supervisor, and as a substitute shift supervisor as needed for the student recreation center (SRC), works with the assistant director of student programs to coordinate special events and facility rental activities, develops and supervises SRC activities for WVC students, assists in the coordination of leagues and events, tournaments, and special events for intramural activities and other duties as assigned.	$19.06	076535	111B	Event Coord 2	35	D
Test Examiner (Program Assistant)	Test examiner for GED, CASAS and other miscellaneous tests.	$18.61	076649	00107M	program assistant	37	A

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Tutor (Instr & Class Sup Tech 1)	Provide students with courteous, competent and helpful academic assistance in applicable subjects. Demonstrated competence in applicable subjects. Refer students to available resources as needed. Perform duties of a computer lab assistant as necessary. Demonstrate procedures for students or visitors. Track student usage of tutoring resources and/or compile databases as necessary. Ability to work independently and a willingness to work in different modalities including in person, Canvas, and Zoom.	$19.50	076645	00255M	Instr & Class Sup Tech 1	39	A
Writer/Editor (Communications Consult 1)	Under the direction of an assigned supervisor, writes, edits, and proofreads college reports, documents and publications being prepared for print.	$19.06	076648	197I	comm consultant 1	38	A

Minimum wage as of 1/1/20: $13.50, 1/1/21 $13.69 1/1/22 $14.49 1/1/23 $15.74 1/1/24 $16.28