Student Employment [studentemployment@wvc.edu](mailto:Studentemployment@wvc.edu)

(509) 682-6579 | (509) 682-6810

1300 Fifth St. Wenatchee, WA 98801

On-Campus Job Description

***To Apply:*** *Complete the* [*Work-Study Inquiry Form*](https://wenatcheevalleycollege.formstack.com/forms/career_services) *to allow the Student Employment Coordinator to determine your eligibility for Work-Study funding.*

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| **Job Title & Number of**  **Positions Avail.** | Resident Advisor – 3 total positions |
| **Department/**  **Location** | Residence Life office & Residence Hall |
| **Rate of Pay** | * Early move-in (mid-Aug.) * Free housing (*private bedroom w/private bathroom*) * Free Residence Hall parking pass *(for Residence Hall lots only)* * $250 quarterly campus café meal card * $1,000 quarterly stipend (paid as 3 monthly checks *[taxed])* |
| **Estimated Hours**  **Per Week** | 16 |
| **Supervisor** | Michelle Cannaday |
| **Duties and Responsibilities** | * Assist with routine upkeep and monitoring of the Residence Hall cleanliness and safety. * Deliver mail/packages. * Maintain posting areas for flyers and notices. * Assist with resident lockouts. * Assist with conflict mediation. * Answer general questions. * Enforce college policies. * Serve as a resource for students. * Assist with Move-ins and Move-outs. * Plan and facilitate monthly/quarterly activities and events. * Promote an atmosphere that fosters positive living and learning. * Assist with information collection and database maintenance. * Evening, weekend, and holiday on-call (schedule rotation with 2 other RAs) |
| **Minimum**  **Qualifications** | * Must be current student with a minimum Cum GPA of 2.5 * Must live in the Residence Hall for the entire academic year. * Must be in good standing with the college academically and financially. * Ability to be self-directed and stay on task. * Time management. * Good verbal and written communication skills. |
| **Educational**  **Benefit** | Develop and expand leadership skills as well as personal and professional development. |
| **How to Apply** | [www.wvc.edu/housing](http://www.wvc.edu/housing) - scroll to Live-On Staff tab |

05/14/2025 (SB)

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.*](mailto:title9@wvc.edu)
* *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711,* [*sas@wvc.edu.*](mailto:sas@wvc.edu)