**On-Campus Job Description**



**To apply**: *Go to* [*https://wenatcheevalleycollege.formstack.com/forms/career\_services*](https://wenatcheevalleycollege.formstack.com/forms/career_services) *to submit your information to see if you are eligible for funding.*

|  |  |
| --- | --- |
| **Job Title & Number of Positions Avail.** | Program Assistant  1 |
| **Department/**  **Location** | Student Life / Van Tassell |
| **Rate of pay** | $18.61 |
| **Estimated Hours Per Week** | 10 |
| **Supervisor** | Roberto Villa, Student Leadership & Engagement Coordinator  rvilla@wvc.edu |
| **Duties and Responsibilities** | -Posting & removing flyers  -Printing Student ID Cards  -Answering phones calls & student questions  -Organizing areas  -Assist with office coverage  -Assisting with the Knight Kupboard  -Other duties as assigned |
| **Minimum Qualifications** | Work-Study Eligible\*\*\*  Attention to detail  Good verbal communication skills  Organization skills |
| **Educational**  **Benefit** | Students will get the opportunity to work in an office/college environment.  They will learn procedures on events and meetings  Teamwork and collaboration  Professional Development  Problem Solving |
| **How to Apply** | Please email Roberto Villa at [rvilla@wvc.edu](mailto:rvilla@wvc.edu) with your interest and to set up an interview time. |

07/25/2024 (CRB)

*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*