**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.*

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| **Job Title & Number of Positions Avail.** | Student Employment Coordinator Program Assistant  1 position available |
| **Department/**  **Location** | Financial Aid |
| **Rate of Pay** | $18.61 |
| **Estimated Hours Per Week** | Up to 19 hours per week, with a flexible schedule as agreed upon with the supervisor. |
| **Supervisor** | Sarah Boldizsar, Student Employment Coordinator [sboldizsar@wvc.edu](mailto:sboldizsar@wvc.edu) |
| **Duties and Responsibilities** | **Support Student Employment Coordinator:** Assist the student employment coordinator with administrative tasks such as scheduling, record-keeping, and communication.  **Quarterly Bulletin Board Update:** Design, create, and update the department's quarterly bulletin board to keep it engaging and informative. **Scanning and Filing:** Organize, scan, and file confidential files accurately and securely, ensuring confidentiality and data protection. **Note Taking:** Attend meetings and take accurate and detailed notes, providing concise summaries and action items as needed. **Social Media Support:** Collaborate with the team to design and run social media platforms, including creating and scheduling content, monitoring engagement, and responding to comments and messages. **General Administrative Tasks:** Perform other administrative tasks such as answering phones, managing calendars, coordinating events, and other duties as assigned. |
| **Qualifications** | **Work Study Eligible\*\*\***  Experience with design tools (e.g., Canva, Adobe Creative Suite) for social media and bulletin board creation is a plus.  Previous experience in an administrative or office support role is preferred. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with social media platforms (Facebook, Twitter, Instagram, etc.). Strong organizational skills with the ability to prioritize and manage multiple tasks simultaneously. Excellent written and verbal communication skills. Attention to detail and a commitment to maintaining confidentiality. Ability to work independently and collaboratively within a team environment. Flexibility to adapt to changing priorities and tasks. |
| **Educational**  **Benefit** | Professional Development  Enhanced Communication Skills  Organizational Skills  Technology Proficiency  Confidentiality and Ethical Practices  Collaboration and Teamwork  Problem-Solving and Critical Thinking  Exposure to Different Career Paths  Social Media Management  Networking Opportunities |
| **How to Apply** | Interested candidates should submit their resume, cover letter, and portfolio to [sboldizsar@wvc.edu](mailto:sboldizsar@wvc.edu). and set up an interview time. |

04/22/21 (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.*