**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.**  | Program Assistant (1) position available Work Study preferred *but not required* Fall 2024- Spring 2025  |
| **Department/****Location** | TRIO SSS office Mish ee Twie 1221 MET 1221  |
| **Rate of pay** | $18.61 (up to 15 hrs a week)  |
| **Supervisor** | Sandra Villarreal Director of TRIO SSS svillarreal@wvc.edu Interested students must complete a TRIO SSS Tutor Application Pick it up in Mish ee Twie 1221  |
| **Duties and Responsibilities** | * Assist office staff with tasks during scheduled office hours in TRIO Office
* Provide customer service to visitors and potential applicants
* Make general referrals to college services, supports and resources
* Assist with campus communication, fliers, mail, etc.
* Attend staff meetings with updates
* Other basic office assistance duties as assigned.
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| **Minimum Qualifications** | * Excellent level of responsibility, reliability, and punctuality
* Basic knowledge of campus resources
* Candidates will be asked to complete TRIO SSS Tutor application and interview
* Familiarity with MS Office applications and experience with customer service

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| **Educational****Benefit** | * Strengthen interpersonal skills working with students from varying educational, cultural, and social backgrounds
* Professional development
* Data entry, interpersonal communication, customer service, and general administrative assistant experience.
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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.*