

On-Campus Job Description

To Apply: Complete the [Work-Study Inquiry Form](#) to allow the Student Employment Coordinator to determine your eligibility for Work-Study funding.

Job Title & Number of Positions Avail.	Fiscal Tech/ Three Position Available.
Department/ Location	Financial Aid Office/Wenatchi Hall 2108A
Rate of Pay	\$18.00
Estimated Hours Per Week	6 hours per week.
Supervisor	Luis Martinez-Rocha, Program Specialist II lmartinezrocha@wvc.edu
Duties and Responsibilities	<ul style="list-style-type: none"> ✓ Fiscal Tech helps with front-counter duties assisting and advising students, parents and staff with basic financial aid questions ✓ Receiving and tracking forms and documents, taking calls and responding emails ✓ Fiscal Tech also assists financial aid staff with projects, scanning and organizing documents ✓ Protect sensitive student information in compliance with FERPA regulations
Minimum Qualifications	<ul style="list-style-type: none"> ✓ Must be eligible for Work-Study Funding through Financial Aid ✓ Must be proficient using Microsoft Office such as Word and Excel programs. ✓ Enjoy working with people, paying attention to details with multitasking skills. ✓ Proactive attitude, teamwork, open to learning and applying new financial aid knowledge. ✓ Reliable and punctual
Educational Benefit	Get valuable experience working in a professional office atmosphere, learning good work ethics and interpersonal skills.
How to Apply	Interested candidates should submit their resume and cover letter to Luis Martinez Rocha and email to lmartinezrocha@wvc.edu to set up an interview time.

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