

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.	Student Employment Office Assistant 1 position available
Department/ Location	Wenatchi Hall, 1 st Floor, Financial Aid Office
Rate of Pay	\$18.00/Hr
Estimated Hours Per Week	6-8
Supervisor	Sarah Boldizsar, Student Employment Coordinator sboldizsar@wvc.edu
Duties and Responsibilities	<p>Support Student Employment Coordinator: Assist the Student Employment Coordinator with administrative tasks such as scheduling, record-keeping, and email communications.</p> <p>Scanning and Filing: Organize, scan, and file confidential files accurately and securely, ensuring confidentiality and data protection.</p> <p>Note Taking: Attend meetings and take accurate and detailed notes, providing concise summaries and action items as needed.</p> <p>Bulletin Board Management: Update Financial Aid bulletin boards with relevant and themed information quarterly</p> <p>Bi-Weekly Tabling: Tabling around campus and engage with students, staff, and faculty about student employment, Work-Study, and other opportunities/resources available.</p> <p>General Administrative Tasks: Perform other administrative tasks such as answering phones, managing calendars, assisting in coordinating events, and other duties as assigned.</p>
Minimum Qualifications	<p>Work Study Eligible***</p> <ul style="list-style-type: none"> • Previous experience in an administrative or office support role is preferred. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) • 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
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
How to Apply	Interested candidates should submit their resume and cover letter to sboldizsar@wvc.edu and 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.