**On-Campus Job Description**

**To apply**: Go to 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.**  | Tutor (1 position) |
| **Department/ Location**  | Public Speaking in the Languages and Communication Lab (MET Building) |
| **Rate of pay**  | $18.93 |
| **Supervisor**  | Karen Alman (Kalman@wvc.edu)  |
| **Duties and** **Responsibilities**  | * Provide students with courteous, competent, and helpful academic assistance in applicable subjects.
* Refer students to available resources as needed.
* Perform duties of a computer lab assistant as necessary.
* Demonstrate procedures for students or visitors.
* Track student usage of tutoring resources and/or compile databases as necessary.
* Ability to work independently and a willingness to work in different modalities including in person, Canvas, and Zoom.
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| **Minimum** **Qualifications**  | * Demonstrated competence in applicable subjects such as Public Speaking but can assist with other areas of Communication Studies as well.
* Basic knowledge of campus resources.
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| **Educational Benefit**  | * Strengthen interpersonal skills working with students from various educational, cultural, and socio-economic backgrounds.
* Professional development.
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# 7/13/2023

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.