

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.

Job Title & Number of Positions Avail.	ECE Assistant 1 position available
Department/ Location	Early Childhood Education Mish ee twie (1125B)
Rate of pay	\$15.74
Supervisor	Hilary Martinez
Duties and Responsibilities	Answering and directing phone calls. Organizing documents and paperwork and maintaining a filing system.
Minimum Qualifications	High School Diploma Preferred bilingual but not required.
Educational Benefit	Experience working with non-traditional and diverse population. Office Experience. Knowledge in meeting grant goals and additional sources of funding.

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.*