**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.*

|  |  |
| --- | --- |
| **Job Title & Number of Positions Avail.**  | Educational Planning Office Assistant1 position |
| **Department/****Location** | Student Services, Educational Planning |
| **Rate of pay** | $14.89 |
| **Supervisor** | Noah Fortner |
| **Duties and Responsibilities** | * Greet students, staff, and visitors at the Educational Planning & Testing Center counter
* Answer department phone line and transfer calls as needed
* Make appointments for students to meet with College Navigators, Counselors, and the Student Access Manager
* Tidy main desk, computer lab, and waiting area (wipe down tables, chairs, and counters; dust computers; pick up papers; etc.)
* Set-up rooms for group advising and information sessions
* Check the supply of all forms and restock as necessary
* Check paper levels on all printers and copiers and refill as necessary
* Shred and recycle as necessary
* Assist with filing as needed
* Set-up regular hours and track the remaining hours of your financial aid award
* Maintain student confidentiality at all times and complete FERPA training
* Complete other duties as assigned
 |
| **Minimum Qualifications** | * A current student at WVC who is eligible for the Work-Study program
* Warm and welcoming demeanor
* Customer service experience
* Comfortable answering the phone and transferring calls
* Ability to work well with others; team player
* Bilingual (English/Spanish) preferred, but not required
 |
| **Educational****Benefit** | * Gain practical office knowledge and skills
* Improve customer service and problem-solving skills
* Develop professional working relationships with students, staff, and the public from various diverse and cultural backgrounds
 |

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.*