**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.*

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| **Job Title & Number of Positions Avail.** | IT Support Technician I / 1 Position Available |
| **Department/**  **Location** | Technology(Help Center) / BLM Library |
| **Rate of pay** | $20.94 |
| **Estimated Hours Per Week** | 10-15 hours per week with a flexible schedule |
| **Supervisor** | Michael Williamson |
| **Duties and Responsibilities** | Support Technician I--assists with the operation and duties of the Help Center which include:  Answering switchboard calls  Assisting with bookstore related issues such as check in and pick up  Live Chat  General Canvas questions  General wayfinding and general campus questions. |
| **Minimum Qualifications** | Must be work study eligible.  Experience using Windows Desktops preferred. |
| **Educational**  **Benefit** | Technology Proficiency  Customer Service Experience  Problem Solving and Critical Thinking  Exposure to different Tech career paths |
| **How to Apply** | Please send a Resume and Cover Letter to [mwilliamson@wvc.edu](mailto:mwilliamson@wvc.edu) for considerations |

07/25/2024 (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 accommodation: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*