

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.	Library and Archives Parapro 1
Department/ Location	John A. Brown Library, Wenatchee Campus Library, WVC at Omak Campus
Rate of pay	\$18.00 / hour
Supervisor	Wenatchee Campus: Olivia Drakes; odrakes@wvc.edu
Duties and Responsibilities	<p>Main Duties:</p> <ul style="list-style-type: none"> Assist all library staff with daily base functions of the library such as checking in and checking out library material to patrons, collection inventory, shelving books and other library material, processing of new library material, processing and cleaning equipment returns Customer service Ask questions and seek assistance from higher level staff when appropriate <p>Additional duties:</p> <ul style="list-style-type: none"> Provide basic information and directional assistance to library patrons Operate photocopy equipment, printers, faxes, document scanner Special projects as assigned
Minimum Qualifications	<ul style="list-style-type: none"> Knowledge of alphanumeric filing systems Basic computer knowledge and keyboarding experience Superior customer service and interpersonal communication skills Strong work ethic, reliable Ability to follow written and verbal instructions Proficient in reading and writing in English Detail oriented
Educational Benefit	<ul style="list-style-type: none"> Knowledge advancement in the areas of computer skills Research database usage Data entry Interpersonal communication Alpha-numeric filing systems Customer service General administrative assistant experience
How to Apply	After submitting the form above with Financial Aid to verify funding, contact the appropriate supervisor for your campus and inquire about the work study position.

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.