**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.**  | Running Start Office Assistant (1 Position available) |
| **Department/****Location** |

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| Running Start Van Tassell, Room 5004  |

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| **Rate of pay** | $14.89 |
| **Supervisor** |

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|  Maria Christina Monroe  |
| mmonroe@wvc.edu |

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| **Duties and Responsibilities** |

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| * Receive and refer students, parents and visitors, schedule appointments
* Maintain file systems and data base files
* Perform word processing and Excel spreadsheet tasks
* Daily handling of departmental mail, assist with copying, securing supplies as needed
* Inventory supplies and all forms used by department and make sure supplies and forms are kept on hand in Running Start office
* Other duties as assigned
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| **Minimum Qualifications** |

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|  * Ability to learn and maintain confidentiality procedure
* Ability to learn office procedures: use photocopier and filing system, alphabetize documents
* Ability to work with others, ability to work without supervision (at times)
* All WVC employees must obtain COVID vaccination or submit a medical or religious exemption
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| **Educational****Benefit** |

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| * To work as part of the Outreach and Recruitment team
* To develop and practice customer service skill
* To work with students, parents, faculty and staff

This position is a good match for students pursuing career pathways in education, human services, social work, liberal arts, and student services.  |

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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.*