



Student Employment  
[Studentemployment@wvc.edu](mailto:Studentemployment@wvc.edu)  
 (509) 682-6579 | (509) 682-6810  
 1300 Fifth Street, Wenatchee, WA 98801

### On-Campus Job Description

*To Apply: Please complete the [Work-Study Inquiry Form](#) to determine for the Student Employment Coordinator to determine your eligibility for Work-Study funding.*

<b>Job Title &amp; Number of Positions Avail.</b>	Admissions and Registration Office Assistant 1 <i>Credential Evaluation</i>
<b>Department/ Location</b>	Wenatchi Hall, Floor 1, Admissions and Registration
<b>Rate of pay</b>	\$18.00/Hr
<b>Estimated Hours Per Week</b>	6 Hours Per Week
<b>Supervisor</b>	Jennifer Perez, Credentials Evaluator 3 <a href="mailto:Jperez@wvc.edu">Jperez@wvc.edu</a>
<b>Duties and Responsibilities</b>	The Office Assistant will work in the Office of Admissions and Registration on the Wenatchee campus. This position is specifically working with Credit Evaluators.  The student will help with answering phones, making outgoing phone calls to students, data entry, emailing, and scanning. The Office Assistant position will have a considerable amount of student, faculty, and staff contact.
<b>Minimum Qualifications</b>	<b>Work-Study Eligible**</b> WVC student in good standing; High school graduate or GED recipient
<b>Educational Benefit</b>	Students will learn the basics of working in an office environment, including working as part of a team and customer service skills. Attention to detail and confidentiality of records will also be stressed.
<b>How to Apply</b>	Please submit a cover letter and resume stating your interest in the position to <a href="mailto:Jperez@wvc.edu">Jperez@wvc.edu</a>

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](mailto:title9@wvc.edu).*
- *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).*