



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>	ECE Classroom Instructional & Classroom Support Technician 1 Position Available
<b>Department/ Location</b>	Early Childhood Education Omak Campus
<b>Rate of pay</b>	\$20.09/Hr
<b>Estimated Hours Per Week</b>	6-12
<b>Supervisor</b>	Eden Cazares, ECE Navigator
<b>Duties and Responsibilities</b>	<p>The Early Childhood Education (ECE) Instructional &amp; Classroom Support Technician supports instructional delivery for college-level ECE courses on the Omak campus. This position is responsible for connecting students to Wenatchee-based classes through Microsoft Teams and ensuring classroom operations run smoothly.</p> <p>Key duties include monitoring student participation, assisting the instructor during group activities, maintaining classroom supplies, printing and distributing handouts, and collecting student work and portfolios to forward to faculty on the Wenatchee campus. The Instructional &amp; Classroom Support Technician also oversees the daily setup, opening, and closing of the classroom and contributes to a positive and supportive learning environment.</p> <p>Fall Quarter Schedule: Mondays through Thursdays 5pm-8pm (12 hrs per week)</p>
<b>Minimum Qualifications</b>	<p>Work Study Eligible***</p> <p>Previous experience in office or classroom support role is preferred.</p> <p>Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)</p> <p>Strong organizational skills with the ability to prioritize and manage multiple tasks simultaneously</p> <p>Excellent written and verbal communication skills.</p> <p>Attention to detail and a commitment to maintaining confidentiality. Preferred bilingual but not required</p>
<b>Educational Benefit</b>	<p>Experience working with non-traditional and diverse population</p> <p>Office/Classroom Experience</p> <p>Technology Proficiency</p> <p>Professional Development</p> <p>Enhanced Communication Skills</p> <p>Confidentiality and Ethical Practices</p> <p>Collaboration and Teamwork</p> <p>Problem-Solving and Critical Thinking</p> <p>Organizational Skills</p>
<b>How to Apply</b>	Interested candidates should submit their resume and cover letter to <a href="mailto:ecazares@wvc.edu">ecazares@wvc.edu</a> and set up an interview time.

*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.*