

On-Campus Job Description

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

Job Title & Number of Positions Avail.	Exercise Science Office Assistant 1 1 Position Available
Department/ Location	Exercise Science Department
Rate of Pay	\$18.00/Hr
Estimated Hours Per Week	6 Hours Per Week
Supervisor	Erin Hardgrove Exercise Science Faculty EHardgrove@wvc.edu
Duties and Responsibilities	<ul style="list-style-type: none"> • Photocopy, inventory supplies, deliver mail and supplies, sorting • Organize/dispose of equipment with directions from Dept. Chair. • Clean, move/organize supplies and equipment as directed. • Vacuum, sweep gymnasium spaces as needed. • Assist with tasks and other assigned duties as needed.
Minimum Qualifications	<ul style="list-style-type: none"> • Current WVC student with minimum 2.5 GPA • Position available Work-Study eligible students only
Educational Benefit	<ul style="list-style-type: none"> • Improve customer service and problem-solving skills • Develop professional working relationships with students, staff and the public from various diverse and cultural backgrounds. <p><i>This position is a good match for students pursuing career pathways in exercise science, physical education, athletics, healthcare sciences, kinesiology, physical therapy, nutrition, and sports management.</i></p>
How to Apply	Please email Erin Hardgrove at EHardgrove@wvc.edu with your resume, cover letter, and statement of interest.

05/14/2025 (SB)

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.