

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.	Cashier Office Assistant 1
Department/ Location	Cashiers Office, Wenatchi Hall first floor
Rate of Pay	\$18.00
Estimated Hours Per Week	6 Hours Per Week
Supervisor	Maggi Fletcher, mfletcher@wvc.edu
Duties and Responsibilities	<ul style="list-style-type: none"> • Receives cash, checks, and/or credit card payments for various transactions. • Issues computerized or manual receipts for payments received by cash, check or credit card. • Maintains and/or enforces security procedures to ensure the safety of funds • Balances records at the end of the workday • Operates calculator, adding machine, cash register, computer and keyboard • Performs clerical duties such as preparing mail, answering telephones, filing, and typing reports • Answers phones • Helps students figure out tuition and fee questions
Minimum Qualifications	Work-Study Eligible** Experience with computer applications, customer service and cashiering are desirable.
Educational Benefit	Learn and develop skills for routine cashiering and bookkeeping procedures involving receipt of funds and recording of transactions. Learn and develop skills in customer service, communication skills, understanding and following instruction. This position is a good match for students pursuing career pathways in business and financial services.
How to Apply	Please email Maggi Fletcher at mfletcher@wvc.edu with your interest and to set up an interview time.

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.*