

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.	Office Assistant 1 Position
Department/ Location	Omak Administration Office
Rate of Pay	\$18.00/Hr
Estimated Hours Per Week	Estimated 6 Hours Per Week
Supervisor	Alexandra Fension Afension@wvc.edu
Duties and Responsibilities	<ul style="list-style-type: none"> • Greet and direct students, staff and visitors while providing front desk customer service · Photocopying and other faculty/staff support · • Tidy main desk, waiting area and breakroom (wipe down tables, chairs and counters, dust computers, water plants, etc.) • Check the supply of all forms and restock when needed · Check paper levels on all printers and copiers, refill as necessary • Shred confidential documents • Assist with filing • Maintain student confidentiality at all times • Schedule regular hours and submit time as required • Complete other duties as assigned
Minimum Qualifications	<ul style="list-style-type: none"> • A current WVC student who is eligible for Work-Study funding • Warm and welcoming demeanor • Ability to multi-task and work in a fast-paced environment • Bilingual (English/Spanish) preferred but not required
Educational Benefit	Gain practical office knowledge and skills Improve customer service and problem-solving skills Develop professional working relationships with students, staff and the public from various diverse and cultural backgrounds
How to Apply	Interested candidates should email their resume and cover letter to Afension@wvc.edu and state their interest, including their availability to schedule an interview.

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.